

Army Community Service



Pre-Deployment Book



For families and service members of the
25th Infantry Division (Light) and United States Army, Hawaii



Army Community Service
Building # 2091
Schofield Barracks, Hawaii 96857
(808) 655-2400



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This document was prepared by family member, Cynthia L. Steenfott (125th MI BN), for the Army Community Service, Schofield Barracks, HI 96857. Cover Photos: PFC Christina Jensen and other unknown soldiers from the 125th Military Intelligence Battalion.



Emergency Numbers

| ORGANIZATION | PHONE NUMBER |
|--|----------------|
| Abuse Center—24-Hour Crisis Line | 533-7125 |
| Army Community Service—Schofield Barracks | 655-2400 |
| Army Community Service—Ft. Shafter | 438-9285 |
| Acute Care Clinic (SB)—Medical Emergency (Daily 6am—9pm) | 433-8850 |
| Acute Care—After 9 PM—TAMC Emergency Room | 433-6629 |
| Advice Nurse | 1-800-611-2883 |
| Advice Nurse/Patient Assistance (SB)—Red Team | 433-8130 |
| Advice Nurse/Patient Assistance (SB)—Blue Team | 433-8155 |
| AER (After Duty Hours) | 1-877-272-7337 |
| Ambulance—Schofield Barracks & TAMC (24 hours) | 911 |
| American Red Cross—Emergency | 1-877-272-7337 |
| American Red Cross—Schofield Barracks | 655-4927 |
| Chaplain—For On-Call Chaplain contact Field Officer of the Day | 655-8763 |
| Community Action Line | 655-4483 |
| Crime Stop | 438-7116 |
| Dental Emergency | 433-8814 |
| Directory Assistance—Military Information | 449-7110 |
| Emergency Room (TAMC) | 433-6629 |
| Field Officer of the Day | 655-8763 |
| Fire | 911 |
| Mayor's Hotline | 655-7151 |
| Poison Center | 941-4411 |
| Police/Military Police | 911 |
| Tropic Lightning Troop Clinic (Appointment Line) | 433-8225 |

FOR HELP!

Division Mental Health—433-8600/8601

Community Mental Health—433-8575

Schofield Urgent Care Clinic—433-8850

TAMC Emergency Room—433-6629

Suicide and Crisis Center—521-4555

Joint Military Family Abuse Center (24-Hour Crisis Line)—533-7125

On-Call Duty Chaplain contact the Field Officer of the Day at 655-8763



25th Infantry Division (Light) *The*



25th Infantry
Division (Light)
"Tropic Lightning"

25th Infantry Division was called to combat in the South Pacific on November 25, 1942 and began its deployment by troop ship to Guadalcanal between December 17, 1942 and January 4, 1943. The Division led by Major General Lawton Collins, received orders upon arrival to launch an attack against the Japanese forces which other Army and Marine Corps contingents had been fighting for nearly five months. After a month of bitter combat, the 25th Infantry Division proved to be the element that tipped the scales in favor of the U.S. side.

The "Lightning" epithet was adopted because of the speed with which the Division conducted its operation on Guadalcanal. The Marines, too, added to the eventual institutionalized use of the nickname by calling the unit the Lightning Division. Lightning was subsequently changed to "Tropic Lightning", because it was rationalized the Division had spent its entire existence in the tropics.

The Patch. Various designs for the unit patch were proposed but the final design, approved by the War Department on June 7, 1944, was a red and yellow taro leaf with a lightning bolt superimposed on it.

- ◆ **The colors** of red and gold are those of the Hawaiian royalty.
- ◆ **The taro leaf** recognizes the 25th Division's ties to the Pacific region and Hawaii and birth of the 25th from elements of the old Hawaiian Division.
- ◆ **The lightning bolt** symbolizes speed and aggressive spirit - a trait the Division is representative of and the Division's nickname.

The Nickname. In a break from tradition, the Department of the Army officially approved the use of the nickname Tropic Lightning on August 3, 1953. Authorization for the Division to use the nickname, in addition to its regular numerical designation, marked the first time that a divisional unit had been given this kind of permission by the Department of the Army. For more information on the Division's history go to: <http://www.25idl.army.mil/DivHistory>.

DEPARTMENT OF THE ARMY

Lineage and Honors

HEADQUARTERS AND HEADQUARTERS COMPANY 25th INFANTRY DIVISION (TROPIC LIGHTNING)

Constituted 26 August 1941 in the Army of the United States as Headquarters, 25th Infantry Division

Activated 1 October 1941 at Schofield Barracks, Hawaii

Allotted 27 June 1949 to the Regular Army

Reorganized and redesignated 1 April 1960 as Headquarters and Headquarters Company, 25th Infantry Division

| | | | |
|---|--|---|---|
| <p>CAMPAIGN PARTICIPATION CREDIT</p> | <p>Korea, Summer 1953</p> | <p>DECORATIONS</p> | <p>1966-1968</p> |
| <p>World War II Central Pacific Guadalcanal Northern Solomons Luzon</p> | <p>Vietnam Counteroffensive Counteroffensive, Phase II Counteroffensive, Phase III Tet Counteroffensive Counteroffensive, Phase IV Counteroffensive, Phase V Counteroffensive, Phase VI Tet 69/Counteroffensive Summer-Fall 1969 Winter-Spring 1970 Sanctuary Counteroffensive Counteroffensive, Phase VII</p> | <p>Meritorious Unit Commendation (Army), Streamer embroidered VIETNAM 1969 Philippine Presidential Unit Citation, Streamer embroidered 17 OCTOBER 1944 TO 4 JULY 1945 Republic of Korea Presidential Unit Citation, Streamer embroidered MASAN-CHINJU Republic of Korea Presidential Unit Citation, Streamer embroidered MUNSAN-NI Republic of Vietnam Cross of Gallantry with Palm, Streamer embroidered VIETNAM</p> | <p>Republic of Vietnam Cross of Gallantry with Palm, Streamer embroidered VIETNAM 1968-1970 Republic of Vietnam Civil Action Honor Medal, First Class, Streamer embroidered VIETNAM 1966-1970</p> |
| <p>Korean War UN Defensive UN Offensive CCF Intervention First UN Counteroffensive CCF Spring Offensive UN Summer-Fall Offensive Second Korean Winter Korea, Summer-Fall 1952 Third Korean Winter</p> | | | <p><i>Information Source: ORGANIZATIONAL HISTORY BRANCH - US ARMY CENTER OF MILITARY HISTORY</i></p> |
| | | | |



The Deployment

Pre-Deployment: Unit deployments and exercises are never easy on the family, but there are some things you can do to make it less stressful. If you get organized and discuss important issues before you go then everyone will experience less stress.

Getting Organized



- Complete all of the Family Readiness checklists and forms in this book, so that you know you are as prepared as you can be.

- Know where all of your important documents and papers are...there's a checklist for this too.

- Complete a calendar of important dates and events providing a copy for both you and your spouse. Include household items as well as personal events. Some examples might be:



Household: Vehicle inspection and/or tag renewal dates, date for filing taxes, payment due dates, medical appointments, childcare, etc.

Personal: Holidays, birthdays, anniversaries, etc. If you have a special occasion coming up during the deployment, flowers and gifts can be ordered in advance. Or you can make arrangements with a family member or friend to deliver these gifts. A little prior thought can go a long way towards easing the loneliness of a loved one.

Communicate

- Talk about important issues and express your feelings.
- Discuss the family budget and how each of you are going to access money for routine expenditures or even emergencies.
- Prepare all your legal matters and ensure that you have an up-to-date Will and Power-of-Attorney.
- Take a day to just be together for some special family time before the deployment.
- Talk to your children about the deployment.
 - ◆ Explain to them the best you can why it's important that you go, that you'll miss them, but that you'll return home soon.
 - ◆ Take pictures of the children for the deploying family member to take with them.

- ◆ Have the soldier tape some stories or songs so the children can listen to them while they're gone.
- Discuss how you plan to keep in contact during the deployment.

Letter Writing—During deployments, letters can sometimes get crossed in the mail. A good way to avoid confusion is to number your letters in the corner...that way the spouse knows which letter you are responding to. Consider pre-addressing and stamping envelopes ahead of time. Sometimes the Battalion may forward mail to the deployed unit which could conceivably get mail to the soldier quicker. The Battalion will notify you through the FRG if and when they are able to do this.



Tape Recording—If letter writing is difficult for you, consider buying a pair of small tape recorders so you and your spouse can send "talking letters." The children will really enjoy this too.



Email—Depending on the situation and the location of the deployed spouse he/she may have access to e-mail, for example, at a nearby library.



Telephone—Phones are a quick way to communicate, but long distance and overseas calls can be very expensive. During the deployment the unit will be given access to Video Teleconference equipment and spouses will be given the opportunity to briefly converse in a group setting. They may also be given free calls each week depending on the situation.



Video—Record dinner times, birthdays, holidays, etc. Get family and friends to participate. Record your spouse's favorite TV shows or sporting events. The entire unit would enjoy viewing tapes from home.



During Deployment: If you've discussed and agreed on all the important issues, decided how you're going to stay in touch, and your loved ones know that you are following safety precautions, it will definitely alleviate some of the worrying.

Know where your important information is.

- ◆ Emergency Phone List
- ◆ Important Documents
- ◆ Financial Information
- ◆ Medical Information



Take care of yourselves. Eat right, get plenty of exercise and rest. Occasionally treat yourself to a meal or new book, or time alone to relax. Be sure to take care of the children too.

Seek help when you need it. Avoid trying to do everything yourself. Take advantage of your community and unit support. Contact family and friends whenever you need advice or emotional support.

Practice safety

- 1) Don't tell people that your spouse is gone. This is a good rule for the children too.
- 2) When someone calls for your spouse, offer to take a message. Don't let them know that he/she has been deployed.
- 3) Keep emergency lights on outside and inside whenever possible.
- 4) Make sure your door has a peephole, safety chain, and dead bolt lock.
- 5) Don't open your door to unexpected or uninvited people.
- 6) Don't allow sales, repair, or delivery people in your home when you are alone.
- 7) If, for example, you are expecting a repairman check for proper identification.
- 8) Do not leave your keys "hidden" outside the home. They are easily found.
- 9) Keep your car doors locked.

10) If possible, avoid going out after dark.

11) Practice the buddy system. Stay in contact with another spouse in the unit. You can check on each other, go places together, and even commiserate with each other.

Communicate. Follow through with your family communication plan.

- 1) Write letters regularly and often.
- 2) Send photos to each other or drawings done by the children.
- 3) Send cards and newspaper articles.

Post-Deployment: It may seem a bit perplexing, but some families experience as much stress at the reunion as they did before and during the actual deployment. Each family member needs to prepare for the reunion. After the initial exuberance and joy of the homecoming is over, you may notice that things don't seem the same and you shouldn't expect them to be the same. While the family was separated, each family member was still learning and growing and each had a specific role in the family based on the situation. When the deployed soldier returns home, those roles may need to be redefined. Go slowly and expect the unexpected from each other, and always communicate with each other about how you feel. If you have trouble reintegrating, seek professional help before the situation escalates.

Army Community Service (ACS).

ACS assists active duty and retired soldiers, mission essential Department of Defense civilians, and their family members with deployment / mobilization and other individual, family and community wellness concerns. Services include:

- ◆ Financial Readiness
- ◆ Exceptional Family Member Program
- ◆ Information, Referral and Follow-Up
- ◆ Emergency Food Assistance
- ◆ Family Advocacy
- ◆ Lending Closet
- ◆ Relocations Assistance Program
- ◆ Army Emergency Relief (AER)
- ◆ Employment Assistance Program
- ◆ Installation Volunteer
- ◆ Army Family Team Building (AFTB)
- ◆ Hawaii Army Family Action Plan (HAFAP)
- ◆ Mobilization and Deployment
- ◆ Mayoral Program

Emergency Food Locker. The Emergency Food Locker program provides short-term emergency food

assistance to families in need. Eligible families receive a one to three day supply of food until they can get the help needed. Families are linked with an Information, Referral and Follow-Up Specialist for additional assistance as needed.

Information, Referral, and Follow-Up Program. This program assists families with any problems, concerns, or questions. ACS staff assess the scope of the problem and provide resources for developing solutions. If necessary, referrals to military and civilian agencies are provided to assist with personal, financial, family and marital problems.

Volunteers...

...are always needed and welcome at ACS no matter what your talents may be. You can donate as much or as little time as you desire.

**Building #. 2091,
Schofield Barracks
655-2400**



Army Emergency Relief (AER) is a private nonprofit organization incorporated in 1942 by the Secretary of War and the Army Chief of Staff.

Who Does AER Help?

- ◆ Active duty soldiers, single or married, and their dependents
- ◆ ARNG and USAR soldiers on active duty for more than 30 days and their dependents
- ◆ Soldiers retired from active duty for longevity or physical disability, and their dependents
- ◆ ARNG and USAR soldiers who retired at age 60, and their dependents
- ◆ Surviving spouses and orphans of soldiers who died while on active duty or after they retired

What Can AER Do?

- ◆ Help with emergency financial needs for:
 - Food, rent or utilities
 - Emergency transportation and vehicle repair
 - Funeral expenses
 - Medical/dental expenses
 - Personal needs when pay is delayed or stolen
- ◆ Give undergraduate-level education scholarships, based primarily on financial need, to children of soldiers

What Can't AER Do?

- ◆ Help pay for nonessentials
- ◆ Finance ordinary leave or vacation
- ◆ Pay fines or legal expenses
- ◆ Help liquidate or consolidate debt
- ◆ Assist with house purchase or home improvements
- ◆ Help purchase, rent or lease a vehicle
- ◆ Cover bad checks or pay credit card bills

How Do I Find AER When I Need Help?

- ◆ First, see your unit commander
- ◆ Then, go to your AER Section at ACS

What Should I Bring With Me?

- ◆ Military ID card
- ◆ Leave and Earnings Statement
- ◆ Leave/PCS orders
- ◆ Substantiating documents (car repair estimate, rental agreement, utility bill, etc.)

How Long Does It Take To Get AER Help?

You can expect a quick decision on your request for assistance.

What Kind Of Assistance Can I Expect?

- ◆ An interest-free loan
- ◆ A grant (an outright gift of funds) if repayment of loan will cause undue hardship
- ◆ Part loan and part grant

Is There A Dollar Limit On AER Help?

No. AER assistance will meet your emergency need.

Do I Have To Contribute To AER To Get Help?

No. If you are eligible for AER assistance and have a valid emergency need, AER will help you.

Does AER Get Its Money From The Government?

No. AER does not receive any appropriated or non-appropriated government money.

From Where Does AER Get Its Funds?

- ◆ Voluntary contributions from active and retired soldiers
- ◆ Repayment of AER interest-free loans
- ◆ Income from investments
- ◆ Unsolicited contributions

For more information: <<<http://www.aerhq.org/>>>

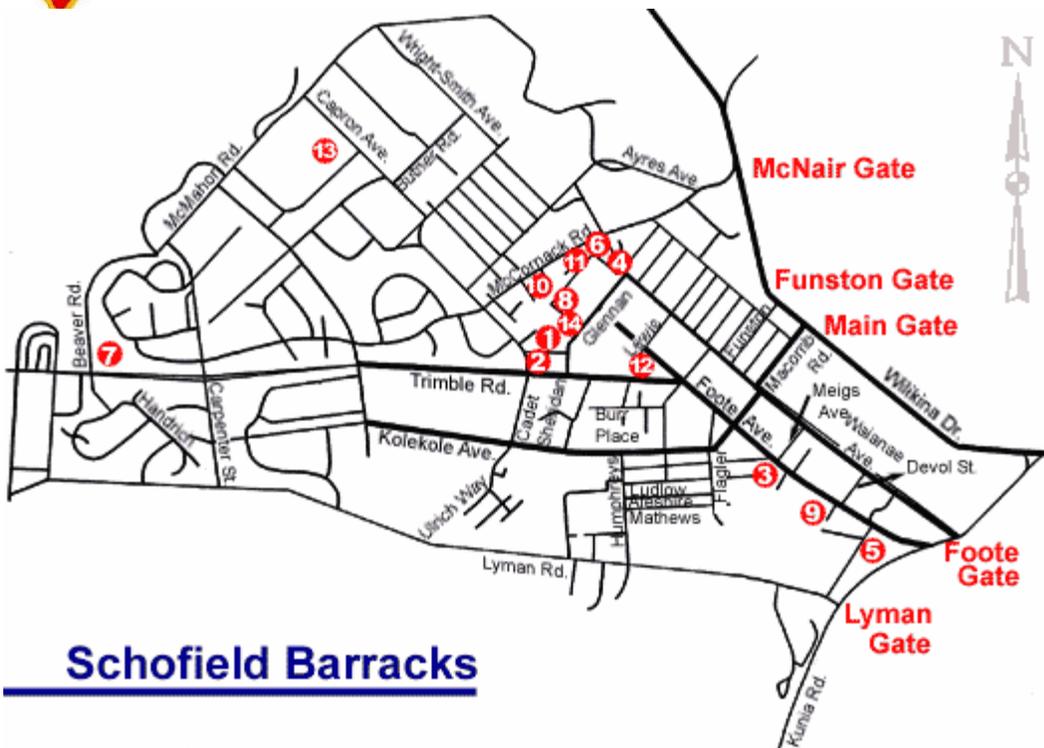
Contributions: AER is supported by voluntary contributions from soldiers (active and retired) solicited during the Army's annual fund campaign for AER. Contributions are also accepted at any time from Army or civilian individuals or organizations. Contributions may also be made in the form of memorials honoring deceased soldiers or family members, as bequests from individuals or estates or as special donations. Over 90 cents of every dollar you contribute goes to help military families in need, and

all contributions are fully tax deductible.

The AER fund raising campaign is conducted annually by the U.S. Army from **1 March through 15 May**. Contributions may be given to any AER section or can be mailed to:

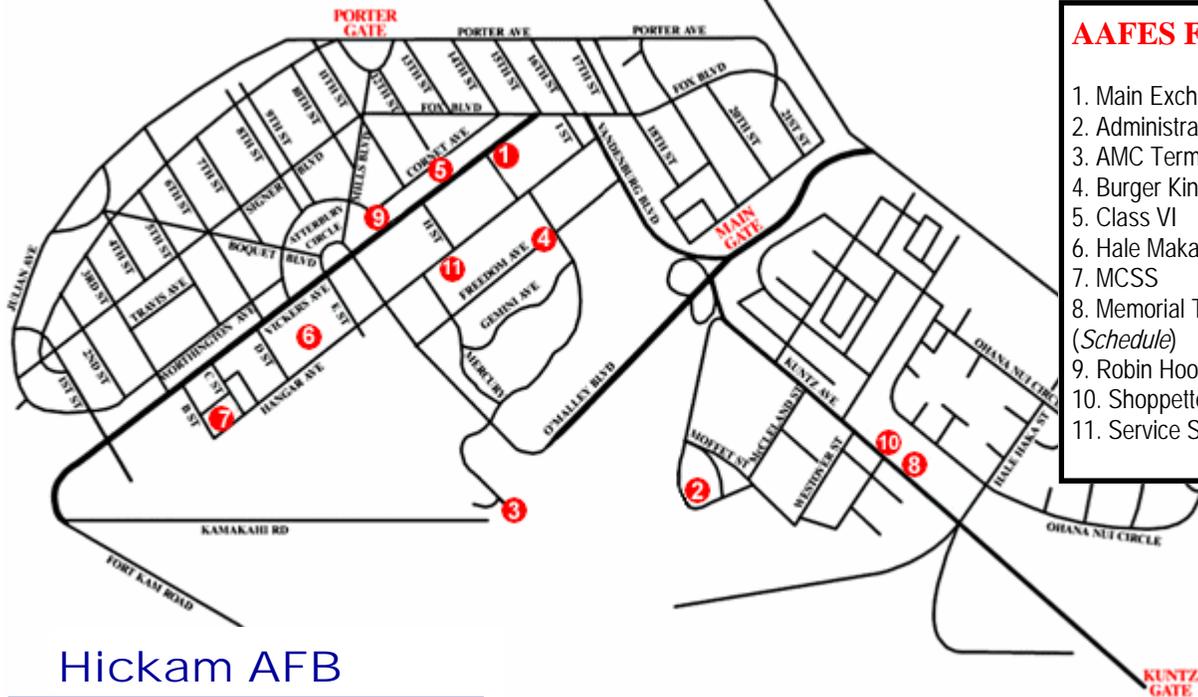
HQ AER
200 Stovall Street, Room 5N13
Alexandria, VA 22332-0600





Schofield Barracks

- AAFES Facilities**
1. Main Exchange (PX)
 2. Alteration Shop/ Laundry/ Dry Cleaning/ Class Six/ Furniture Store/ MCSS
 3. Barber Shop
 4. Burger King
 5. Car Care Center
 6. Four Seasons/ Toyland
 7. Kolekole Shoppette
 8. Long Distance Phone Center
 9. Paradise Shoppette
 10. Popeye's Chicken
 11. Rent-A-Car
 12. Sgt. Smith Theater (Schedule)



Hickam AFB

- AAFES Facilities**
1. Main Exchange
 2. Administrative Offices
 3. AMC Terminal Exchange
 4. Burger King
 5. Class VI
 6. Hale Makai
 7. MCSS
 8. Memorial Theater (Schedule)
 9. Robin Hood
 10. Shoppette
 11. Service Station

Additional Sites:

1. Aliamanu
2. American Samoa
3. Bellows AFS
4. Ft Derussy
5. Ft Shafter
6. Helemano

7. Hickam AFB
8. Johnston Island Exchange
9. Keaukaha Military
10. Maui Exchange
11. Pohakuloa Training Area
12. Schofield Barracks
13. Tripler Med. Center
14. USAR Const. Res. Center

15. Waianae Recreation Area
16. Wheeler AFB

For information on additional locations:

<<<http://www.aafes.com>>>



CHAPEL SERVICES

Helemano Chapel
 Protestant—Sun 0900
 Catholic—Sun 1100

AMR Chapel
 Protestant—Sun 0845
 Catholic—Sun 1030
 Gospel—Sun 1200

DeRussy Chapel
 Protestant—Sun 0900
 Catholic—Sat 1700
 Fort Shafter (T161)
 Protestant—Sun 1100

Schofield Barracks Main Post Chapel
 Protestant—Sun 0900
 Catholic—Sun 1030
 Gospel—Sun 1200
 Islamic—Fri 1130

Schofield Barracks Soldier's Chapel
 Catholic—Sat 1700
 Liturgical—Sun 0900

Wheeler Chapel
 Catholic—Sun 0730
 Protestant—Sun 1030

TAMC Chapel
 Orthodox—Sun 0900



Protestant Women of the Chapel (PWOC)



The PWOC is a group of ladies who seek to meet the spiritual needs of its body through Bible Study, praise and worship, retreats, fellowship and prayer. We seek to learn more about who God is in our personal relationship with Him, in our marriages, our families and in our community. Newcomers are always welcome.

The Schofield Barracks PWOC meets every Tuesday from 9 am—12 noon in Room 222 above the Peterson Childcare Center. There is free childcare available for

children ages 18 months and older during the meeting. This is subject to change so call the Religious Education Office at 655-6645 to confirm. To find out more, including what studies are currently being offered and who to contact for childcare reservations please call the Religious Education Office at 655-6645.

The Ft. Shafter/Aliamanu Military Reservation (AMR) PWOC also meet on Tuesdays from 9am-12 noon, but they meet at the AMR Chapel, Building 1790. For more information on the FS/AMR PWOC call 836-4599.

There is also a Catholic Women of the Chapel Group (CWOC) that meet at AMR. For more information contact the AMR Chapel at 836-4599.

Church Services.



During stressful times of transition it is often comforting for families to nurture their spiritual health. However, for many finding a new church can be a difficult process. In addition to many services the post chapels can provide, the local Christian Community

has tried to assist by putting out fliers which lists area churches, schools, and businesses. These free guides can be picked up at many area businesses.

Newcomers need not worry about sending their Sunday best to the cleaners before they begin visiting the local

services. Most churches do not have air conditioning therefore dressing for comfort is the norm. It is not uncommon to see members (or even the minister or pastor) in their "slippas" enjoying services.

The Church on the Beach.

One of the most unique opportunities available on the island is to attend church on the beach. During the summer months Catholic Mass is held on the beach by the Fort DeRussey Chapel program. Year-round, *The Church on the Beach*, a ministry of the Waikiki Beach Chaplaincy, hold services in front of the Hilton Hawaiian (next to the Hale Koa) right on the beach! While being treated to beautiful Hawaiian music and dance set against such a beautiful backdrop it is easy to see why this is called "Paradise". Call 923-3137 for further information.



Catholic Mass On the Beach - Is a summer tradition. Every Saturday at 6 p.m. from June 1st through August 31st, you can enjoy Mass on Waikiki Beach.

Bring your own beach chairs or mats and meet at the beach area facing the sunset next to the Army Museum at Ft. DeRussey. Hula and Hawaiian music are included in this contemporary mass.



COMMUNITY RECREATION DIVISION

Effective February 2002

| FACILITY | BLDG | PHONE | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY | HOLIDAYS |
|---|--------|----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-------------|
| LIBRARY BRANCH | | | | | | | | | | |
| FS LIBRARY | 650 | 438-9521 | 1000-1900 | 1000-1900 | 1000-1900 | 1000-1900 | 1000-1500 | CLOSED | 1100-1500 | CLOSED |
| AMR LIBRARY | 1782 | 833-4851 | 1100-1900 | 1100-1900 | 1100-1800 | 1100-1800 | 1100-1600 | 1100-1600 | CLOSED | CLOSED |
| SB LIBRARY | 560 | 655-0145 | 1100-2000 | 1100-2000 | 1100-2000 | 1100-2000 | 1000-1800 | 1000-1800 | 1000-1800 | CLOSED |
| TAMC COMMUNITY LIBRARY | A-WING | 433-6968 | 0900-1700 | 0900-1700 | 0900-1700 | 0900-1700 | 0900-1700 | 1100-1500 | CLOSED | CLOSED |
| US ARMY MUSEUM,HI | | 438-2821 | CLOSED | 1000-1615 | 1000-1615 | 1000-1615 | 1000-1615 | 1000-1615 | 1000-1615 | CLOSED |
| TROPIC LIGHTNING MUSEUM | 361 | 655-0438 | CLOSED | 1000-1600 | 1000-1600 | 1000-1600 | 1000-1600 | 1000-1600 | CLOSED | CLOSED |
| COMMUNITY RECREATION ACTIVITIES | | | | | | | | | | |
| FS ITR | 550 | 438-1985 | 0900-1700 | 0900-1700 | 0900-1700 | 0900-1700 | 0900-1700 | 0900-1500 | CLOSED | CLOSED |
| SB ITR | 556 | 655-9971 | 0900-1700 | 0900-1700 | 0900-1700 | 0900-1700 | 0900-1700 | 0900-1500 | CLOSED | CLOSED |
| OUTDOOR REC | 556 | 655-0143 | 0730-1730 | CLOSED | 0830-1730 | 0830-1730 | 0830-1730 | 0830-1730 | 1200-1600 | CLOSED |
| RECREATION CTR | 556 | 655-8522 | 1500-2200 | 1500-2200 | 1500-2200 | 1500-2200 | 1500-2200 | 1200-2200 | 1200-2200 | CLOSED |
| COMMUNITY ACTYS BOSS | 556 | 655-0002 | 0830-1630 | 0830-1630 | 0830-1630 | 0830-1630 | 0830-1630 | CLOSED | CLOSED | CLOSED |
| ARTS & CRAFTS CENTERS | | | | | | | | | | |
| FS ARTS & CRAFTS | 339 | 438-1315 | CLOSED | CLOSED | 1000-1500 | 1000-1500 | 1000-2100 | 0900-1630 | 1100-1630 | CLOSED |
| SB ARTS & CRAFTS | 572 | 655-4202 | CLOSED | CLOSED | 1200-2100 | 1200-2100 | 0900-1600 | 0900-1600 | 0900-1600 | CLOSED |
| SB WOOD SHOP | 572 | 655-0898 | CLOSED | CLOSED | CLOSED | CLOSED | 1000-1600 | 1000-1600 | 1000-1600 | CLOSED |
| FS AUTO CRAFT | 1535 | 438-9402 | CLOSED | CLOSED | 0930-1730 | 0930-1730 | 1130-1930 | 0900-1630 | 0900-1630 | CLOSED |
| FS SALVAGE YARD | 1535 | 438-9402 | CLOSED | CLOSED | CLOSED | CLOSED | 1130-1730 | 0900-1600 | 0900-1600 | CLOSED |
| SB AUTO CRAFT | 910 | 655-9368 | CLOSED | CLOSED | 1130-1930 | 1130-1930 | 1130-1930 | 0900-1630 | 0900-1630 | CLOSED |
| SB SALVAGE YARD | 930 | 655-2272 | CLOSED | CLOSED | 0900-1630 | 0900-1630 | 0900-1630 | 0900-1630 | 0900-1630 | CLOSED |
| ENTERTAINMENT BRANCH | | | | | | | | | | |
| ARMY CMTY THEATRE | 500 | 438-1980 | 0830-1700 | 0830-1700 | 0830-1700 | 0830-1700 | 0830-1700 | CLOSED | CLOSED | CLOSED |
| BOX OFFICE | 500 | 438-4480 | 1000-1400 | 1000-1400 | 1000-1400 | 1000-1400 | 1000-1400 | CLOSED | CLOSED | CLOSED |
| SPECIAL EVENTS | 547 | 656-0110 | 0830-1630 | 0830-1630 | 0830-1630 | 0830-1630 | 0830-1630 | CLOSED | CLOSED | CLOSED |
| HEALTH & FITNESS CENTER/HEALTH PROMOTION | | | | | | | | | | |
| HEALTH & FITNESS | 582 | 655-8007 | 0630-1330 | 0630-1330 | 0630-1330 | 0630-1330 | 0630-1330 | 0800-1200 | CLOSED | CLOSED |
| HFC HEALTH PROMOTION | | 655-8789 | 1530-1930 | 1530-1930 | 1530-1930 | 1530-1930 | 1530-1930 | | | |
| SPORTS BRANCH | | | | | | | | | | |
| SB PFC | 488 | 655-4804 | 0500-2100 | 0500-2100 | 0500-2100 | 0500-2100 | 0500-2100 | 0900-1700 | 0900-1700 | 0900-1700 * |
| SB POOL | 578 | 655-9698 | 1000-1800 | 1000-1800 | 1000-1800 | 1000-1800 | 1000-1800 | 1000-1800 | 1000-1800 | 1000-1530 * |
| FS PFC | 665 | 438-1152 | 0530-2100 | 0530-2100 | 0530-2100 | 0530-2100 | 0530-2100 | 0900-1600 | 0900-1600 | CLOSED |
| HMR PFC | 25A | 653-0719 | 0600-2100 | 0600-2100 | 0600-2100 | 0600-2100 | 0600-2100 | 1000-1700 | 1300-1800 | 1300-1800 * |
| HMR POOL | 35 | 653-0716 | CLOSED | CLOSED | 1000-1700 | 1000-1700 | 1000-1700 | 1000-1700 | 1300-1800 | 1300-1800 * |
| AMR PFC | 1780 | 836-0338 | 0800-2100 | 0800-2100 | 0800-2100 | 0800-2100 | CLOSED | 1000-1700 | 1100-1800 | 1300-1800 * |
| AMR POOL | 1785 | 833-0255 | CLOSED | 1000-1700 | 1000-1700 | 1000-1700 | CLOSED | 1000-1700 | 1100-1800 | CLOSED |
| TAMC PFC | 300 | 433-5772 | 0500-1930 | 0500-1930 | 0500-1930 | 0500-1930 | 0500-1800 | 1000-1700 | CLOSED | CLOSED |
| TAMC POOL | 300 | 433-5257 | CALL | CALL | CLOSED | CALL | CALL | 1000-1700 | CLOSED | CLOSED |
| * OPEN ON SELECTED HOLIDAYS | | | | | | | | | | |
| ** OPEN FOR SAFETY CHECKS | | | | | | | | | | |



Satellite City Hall

Satellite City Halls provide many government services and handle all vehicle registration and renewal transactions for the general public. The satellites are administered by the City's Customer Services Department. For general information concerning the satellites and their services, call (808) 527-6695. Also decentralized are driver's license offices; for information, call (808) 532-7730.

SERVICES

- Motor vehicle licenses and registration renewal
- City and State job information
- Picnic and camp permits
- *TheBus* passes sales and information
- Water bill payments
- Licenses for dogs, mopeds and bicycles
- Voter registration, certification, and information
- Drivers license renewal (Fort Street, Kapolei and Windward Mall)
- Handicapped parking permits

STOREFRONT LOCATIONS *

ALA MOANA

(Ala Moana Center)
1450 Ala Moana Blvd., #1286
Phone: 973-2600
Honolulu, HI 96814
9:00 A.M. to 5:45 P.M., MON-FRI

8:00 A.M. to 4:45 P.M., SAT
(limited)

PEARLRIDGE (Pearl City-Aiea)

Uptown Pearlridge Shopping Ctr)
Phone: 483-3405
9:00 A.M. to 5:45 P.M., MON-FRI
8:00 A.M. to 4:45 P.M., SAT
(limited)

WINDWARD MALL (Kaneohe)

Windward Mall Shopping Center
Phone: 235-4571
9:30 A.M. to 5:30 P.M., MON-FRI
8:00 A.M. to 4:30 P.M., SAT
(limited)



*The following are open from 7:45
A.M. to 4:30 P.M., MON-FRI:*

FORT STREET (Downtown)

1000 Fort Street Mall
Honolulu, HI 96813
Phone: 532-2500

KAILUA (Kailua-Enchanted Lake)

Keolu Shopping Center
1090 Keolu Drive
Kailua, HI 96734
Phone: 261-8575

KAPOLEI (Kapolei Hale)

1000 Uluohia Street
Kapolei, HI 96707
Phone: 692-5400 for satellite SVCs

KALIHI-KAPALAMA

Kapalama City Square
1199 Dillingham Blvd.
Satellite City Hall A109
(Driver Licensing A101)
Honolulu, HI 96817
Phone: 842-0653

**WAHIAWA

330 North Cane Street
Wahiawa, HI 96786
Phone: 621-0791

WAIANAЕ

Waianae Neighborhood Comm. Ctr
85-670 Farrington Hwy.
Waianae, HI 96792
Phone: 696-6371
(*Driver license renewals, Mon and Wed*)

WAIPAHU

Lee Town Ctr
94-216 Farrington Hwy.
Waipahu, HI 96797
Phone: 671-5638

MOBILE LOCATIONS *

HALEIWA

(Waiialua Gymnasium)

Thursday 8:45 to 3:15 P.M.
Phone: 637-4766

HAWAII KAI

(Koko Marina Shopping Ctr)

MON-Wednesday-FRI 8:45 A.M. to
2:00 P.M.
Phone: 395-7180

KAIMUKI

(Municipal Parking Lot at Harding & 11th Ave.)

Tuesday 9:00 A.M. to 1:30 P.M.
Phone: 735-3784

LAIE

(Laie Village Shopping Ctr)

Tuesday 9:30 A.M. to 2:45 pm.
Phone: 293-0090

SALT LAKE

(Salt Lake Shopping Ctr)

WED 8:30 A.M. to 3:30 P.M.
Phone: 422-5627

WAIMANALO

(Waimanalo Town Ctr)

Thursday 8:15 A.M. to 3:00 P.M.
Phone: 259-8647

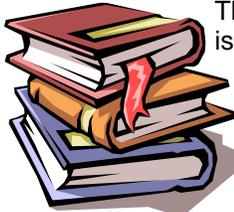
*** Disabled persons are asked to telephone ahead to arrange for curbside service.**

**** Closest Satellite City Hall to Schofield Barracks.**



Family Readiness Group (FRG)

Introduction to the FRG



This section is intended to address issues related to the family and the first topic I want to address is the Family Readiness Group (FRG).

The FRG will become a very important resource for the family during deployment. The FRG is not a club, there are no ranks, and the role you play is your choice. Participation is strongly encouraged, but is not mandated; you may participate as much or as little as you choose. You should understand though, the FRG is the primary means of getting information between the families and the deployed soldiers.

What is the definition of Family Readiness? The official definition of an FRG is, *“An organization of family members, volunteers, and soldiers belonging to a unit that together provide an avenue of mutual support, assistance, and a network of communication among the family members, the Chain of Command, and community resources.”*

Family Readiness Groups are managed differently in every unit, depending on the leaders, the family members, and available resources.

What is the Purpose of the FRG?

All FRGs have the same purpose—to support the Army Family. The FRG should help families become more self-sufficient, promote use of community resources and reduce stress on the soldier. The FRG is the link between the family member, the deployed soldier, the Company, and the Battalion. The main objective is to provide a network to educate and support one another, but it’s also a wonderful way to develop friendships and gain information about the unit and the community.

During Peacetime: (Also referred to as the “Sustaining Function” phase.) To be truly effective, an FRG should be active and a family support plan should be developed and in place prior to deployment or extended exercise. Deployments can be hard enough on the family, but if these two elements are in place, then everyone can be better prepared and there is peace of mind on the part of the soldier and the family member. Other roles of the “peacetime” FRG are to keep up-to-date rosters of family mem-

bers addresses and phone numbers, provide unit welcomes, sponsorships, orientation, and networking for new family members or families in crisis or transition.

During Deployment: (Also referred to as the “Activated Function” phase.) When your spouse is deployed, a select group of soldiers will remain in the Battalion Area with a Rear Detachment Command (RDC). As information regarding the deployment becomes available, the RDC will pass this information through the FRG. The key is for you to remain an active member of the FRG so you can be more knowledgeable and better prepared for deployments.

Who can be a Member? *YOU can be a member...you are an integral part of the 25th ID (L) Army family and the FRG.* All soldiers (married or single) and family members are part of the Family Readiness Group, commonly referred to as the FRG. The term “family member” is intended to include extended family such as mothers, fathers, aunts, and uncles, fiancés (or fiancées), retirees, etc.,...basically any-

one interested in the welfare of the soldier and family members.

Some situations in which the Battalion Commander might call for a Battalion level FRG Meeting and the FRG Representative may need to reach you:

- Pre-deployment
- Deployment
- Mass Casualty Situation
- Post Deployment
- Reunion

How is the FRG structured? The structure of the FRG program is different at every assignment location and is normally based on the unit, its mission, and the family members, but a sample of a

working structure might be as follows:

- Battalion Level—Commander, Rear Detachment, Battalion FRG Leader(s), and FRG Steering Committee
- Company Level—Commander, Company FRG Leaders, Point-of-Contacts, family members, and soldiers
- Community Support—Army Community Service (ACS) and the Family Assistance Center (FAC)

The Leadership: The Commander is ultimately responsible for the FRG and although the FRG must have strong command support and backing, the FRG must belong to the unit members. They must be the ones to take responsibility for the organization and operation of the FRG...with the unit’s support. The senior spouses of the unit do not have to assume leadership of the FRG merely because of his or her spouse’s military position, but may instead assume



**The purpose of the FRG is to
“SUPPORT THE ARMY FAMILY”**

advisory roles to elected volunteer leaders. Each FRG group may elect a leader; or a volunteer may emerge from the group, but regardless of the method used in designating an FRG leader, all leaders and any key volunteers should be approved and acknowledged in writing by the Commander.

The Communication and Support Network: The primary focus of FRG activity is at the Company level and information is communicated through a contact person to the company volunteer leadership, and on to the Battalion volunteer leadership and facilitators. DA PAM 608-47 recognizes that regardless of whether the Commander's spouse or his or her representative is an FRG Leader, they often participate in other command and staff activities and functions and as such will be a conduit of pertinent information. There are numerous sub-groups that spouses participate in which are not “official”, but may be a resource for information important to the unit FRG. DA PAM 608-47 depicts the following figure to illustrate some possible Family Readiness Group interrelationships.

Key Personnel and their responsibilities. The following is a list of potential key FRG positions. Not every unit has all of these positions and some key functions might be combined.

- **Commander**—As previously stated, the Commander is ultimately responsible for the FRG. He or she actively sanctions the program and officially appoints key military representatives. The Commander also approves nominations for FRG leaders and other volunteers and confirms it in writing. The Commander or his designee should ensure that each family completes a “*Family Readiness Group Questionnaire*”; part of which should identify whether the family wants to participate in the FRG and if so, at what level. The Commander should also ensure that resources are available to expedite FRG functions.

- **RDC**—The Rear Detachment Command (RDC) is activated when the unit deploys or goes on extended exercises. They are to provide a link between families, soldiers, the deployed unit, and community support agencies.

- **Battalion FRG Leader**—(a.k.a. Senior Advi-

sor or FRG Chairperson) - The Battalion FRG Leader is usually the facilitator in the FRG network and reports to the Battalion Commander. They serve as an interface between family members and Battalion leadership and act as advisor to the Commander on FRG matters. They determine other key steering committee volunteer personnel and delegate duties and job responsibilities. They gather and disseminate information on activities at the Battalion level and above. They access resources from the military unit and community resource agencies, and manage and coordinate the activities of the FRG. The Battalion FRG Leader, in conjunction with the Commander, should ensure that each volunteer is provided the information and afforded an opportunity to attend FRG and volunteer training classes.

- **Company FRG Leader**—Delegates FRG responsibilities to selected volunteers in order to promote participation and accomplish the FRG objectives. Company level FRG Leaders identify needs or unique problems of the families in the Company and communicate family member concerns and ideas to the Company Commander and Battalion level FRG. The Company FRG Leader also acts as a liaison between the Battalion and Company level FRGs.

- **FRG Steering Committee**—Steering Committee members may include, but are not necessarily limited to, Company level FRG leaders, newsletter editor, membership coordinator, childcare coordinator, hospitality person, and treasurer. The Steering Committee assists the Battalion FRG Leader in planning, activating, and coordinating FRG support.

- **FRG Leader**—The FRG Leaders are responsible for getting the names, addresses, and telephone numbers of all married personnel from the Company, and organizing the Chain of Concern (phone tree). They select POCs who will contact family members using the phone tree. The FRG Leader will communicate regularly with each POC to ensure that contact within the groups is maintained. They will establish and maintain military links at the Company level for exchanging pertinent information with the Company Chain of Command.



- **Treasurer**—Can be at the Battalion or Company level and reports to the Battalion FRG Leader or Company FRG Leader respectively. The Treasurer must maintain accurate accounting for FRG funds, keeping record of all income, expenditures, and funds on hand. They are responsible for setting up bank accounts in the name of the FRG with a unit mailing address. They must make deposits, write checks, and keep files of all actions to include any receipts. They will prepare monthly reports on financial status of the FRG funds for the Battalion FRG Leader or Company FRG Leader, whichever is appropriate and turn in a quarterly report to the Commander.

- **Battalion FRG Newsletter Editor**—The BN Newsletter Editor reports to the Battalion FRG Leader. They will organize a volunteer newsletter staff as appropriate (reporters, writers, editors, typists, illustrators, collators, and mailers) and publish a monthly newsletter. They will oversee gathering of information, writing, and editing. They will submit camera-ready copy to the unit for reproduction and arrange for the collating, stapling, labeling, and mailing. They should solicit feedback and monitor the effectiveness of the process.

- **POC (Point of Contact)**—The POC reports to the FRG Leader. They should initiate and maintain contact with approximately 6-8 families in the Company on a regular basis to let them know the system is working and to disseminate information to the family members. They should make personal contact with new people in the unit to make them feel welcome and to explain their role and answer any questions. The POC should attend pre-deployment briefings and inform the FRG Leader of any significant problems and the actions taken. The POC notifies the FRG Leader if after several attempts they were unable to contact a family member and the POC should try to stop rumors. A *"Family Member Contact Record"* will assist the POC in recording responses by an upset family member.

- **Battalion Publicity Chairperson**—The Publicity Chairperson (PC) informs soldiers and family members of all FRG activities and discusses with the members the purpose and structure of the FRG. The PC reports to the Battalion FRG Leader and communicates with senior lead-

ers in the FRG. They disseminate information through the FRG Leader, newsletter, flyers, mailings, public announcements at meetings, or the unit bulletin boards.

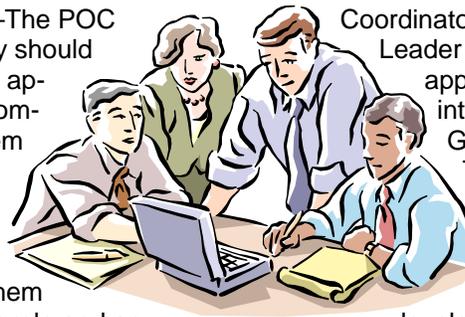
- **Battalion Level Fundraising Chairperson**—Coordinates fundraising events to ensure that funds are available for group activities. Recruits volunteers and determines logistical requirements. The Fundraising Chairperson reports to the Battalion FRG Leader and should work with the Treasurer to account for funds.

- **Battalion Level Hospitality Coordinator**—Reports to the Battalion FRG Leader. The Hospitality Coordinator should make newcomers to the unit feel welcome. They are responsible for keeping up with incoming families, newly married couples, new babies, and illness in the families. They should send flowers and cards to home or hospital as appropriate. They should inform the FRG of incoming families and gather information on family members birthdays, anniversaries, and special interests. They should confirm that new families have been assigned sponsors and extend invitations to the new families to upcoming FRG events.

- **Activities Coordinator**—The Activities Coordinator reports to the Battalion FRG Leader or Company level FRG Leader as appropriate. They solicit ideas and interests through newsletters, Coffee Groups, and newcomer orientations. They coordinate dates and times for events with the FRG Leaders and establish committees for each activity. They should be familiar with the unit training schedule and develop an activities calendar for the unit around the training. They should coordinate any funding requirements with the Treasurer and the FRG Leadership.

- **Family Members**—Family members are responsible for attending FRG meetings and briefings. They need to inform the FRG Leader and/or POC if they have an address or phone number change. They also need to let the FRG Leader and RDC know when they leave the area during a deployment or field exercise and provide a number where they can be reached in case of an emergency.

- **Soldiers**—The soldier is responsible for family readiness, including preparing their fami-





lies for absences during deployment or exercise.

- **Army Community Service**—ACS will provide services such as relocation assistance, AER loans, consumer affairs and financial assistance, Family Advocacy, employment assistance, etc.
- **Family Assistance Center (FAC)**—The FAC furnishes information, assistance, guidance,

and referral to units and families in the event of unit mobilization, deployment, or at times, in response to major disaster. Some of the organizations that are part of the FAC include ACS, finance, Provost Marshall, legal, Chaplain, housing, transportation, etc.

The Chain of Concern. The Chain of Concern (COC) was established to assist in dealing with various situations that may occur during a sponsor's absence. It is the method for providing information and assistance to families. You will be notified through the FRG Chain of Concern (Telephone Roster) of important information pertaining to the unit and the FRG. As stated before, the FRG is your primary link with the unit in the event of a deployment and is a means to communicate important information. The Chain of Concern might be activated for any of the following reasons:



- Unit social events
- General information pertinent to the unit and families
- Deployment information
- Homecoming information
- Emergency information

Participating is not mandatory, however, the function of the Chain of Concern is to keep you posted with the most up-to-date information available concerning the unit. More importantly, it is a means of emergency notification.

The Roster is strictly confidential and is not to be used for solicitation, chain mail, or mailing lists of any kind. If you are still not comfortable having your home number listed on the roster let someone in the unit that you trust have the number in case of an emergency. Also, if you plan to be away from the area during a unit deployment, please contact someone on the Chain of Concern with a number where you can be reached in case of an emergency. The Chain of Concern is a vital life support system. If you have a problem that you are unable to resolve by yourself, call your POC on the Chain of Concern. If they can't help you they'll probably know who can.

For more information on Family Readiness Groups (FRG), contact the friendly folks at the Army



Army Family Team Building (AFTB).

New to the military life? Army Family Team Building is a volunteer-led organization that provides training and knowledge to spouses and family members in support of the total Army effort. Strong families are the pillar of support behind strong soldiers, and AFTB's mission is to educate and train the soldiers, DA civilians, and military families. The major focus of this program is on the military family. The more knowledgeable a spouse is about military life, military culture, and military lifestyle, the more comfortable and productive they will be.

Level 1—Consists of Military terms, acronyms, customs and courtesies, Chain of Command and Chain of Concern, etc.. This Level can

be completed on-line at: <http://www.defenseweb.com/aftb/>. *Check it out...see what you really know vs. what you think you know.*

Level 2—Is for emerging leaders in the community and consists of effective leadership skills, volunteer experiences, conflict management, stress and time management, and problem solving, etc.

Level 3—Is to enhance professional growth for potential community leaders and consists of listening skills, building self-esteem, personality traits, motivating factors, leadership skills, building a cohesive team, etc. For more information go to: <http://www.defenseweb.com/aftb/> or go to the Army Community Service Center, Building # 2091 or...

Call 655-2744 to sign up for classes today.



Army Community Service. Soldiers and family members of the 25th ID (L) & USARHAW should get familiar with the ACS Building (# 2091) on Schofield Barracks. This “one-stop resource center” offers a wealth of information and materials.

Programs:

| PROGRAM | PHONE # |
|---|----------|
| ACS Main Line | 655-2400 |
| Information & Referral | 655-2401 |
| Relocation | 655-2392 |
| SITES | 655-2395 |
| Lending Closet | 655-2396 |
| Exceptional Family Member Program | 655-2303 |
| Installation Volunteer Coordinator | 655-2398 |
| Employment Readiness | 655-2390 |
| Family Advocacy Program | 655-2327 |
| Financial Readiness Program | 655-2420 |
| Mobilization/Deployment/Stability & Support Ops | 655-2748 |
| Mayors | 655-2734 |
| FRG / AFTB / HAFAP | 655-2744 |

Resources:

Conference/Meeting Rooms & Kitchenette. The ACS Center offers a good size kitchenette where you can prepare food or snacks for meet-



ings...food and/or beverages are not authorized in the meeting rooms. There are also a number of conference/meeting rooms that you can reserve for your next FRG Meetings. There is no charge to use the facility but you must clean up after yourself and follow the rules. Call 655-2400 to reserve a room.

Video Teleconferencing Center (VTC). ACS is equipped with a new VTC suite, which is available for group/unit interface between the families and the deployed soldiers. During those times when there are a large number of soldiers deployed from the 25th ID(L) it will not always be possible to offer each family an individual time slot on the VTC, but you can go to the Computer Lab for some personal one on one with a deployed soldier.



Computer Lab. Employment and Financial Readiness classes are provided regularly. All of the computers are equipped with email capability and a web camera for soldier and family support during a major deployment. Call 655-2400 for more information.

Soldier and Family Readiness. This program offers training



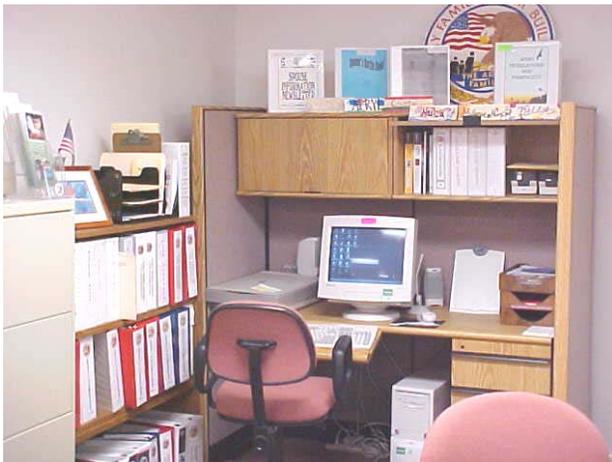


and materials on:

- Family Readiness Group (FRG) Training
- FRG Point of Contact Training
- Army Family Team Building Classes
- Hawaii Army Family Action Plan (HAFAP)
- Mayoral Program Information
- Operation Ready Videos/Books

Family Readiness Groups may reserve the use of either of two (2) class rooms and the kitchenette for FRG Meetings. In addition, this program also offers equipment for use by AFTB volunteers, FRG Leaders, area Mayors, etc.

Some of this equipment includes:



A computer station with a computer that is equipped with MS Office and MS Publisher software.



A copy machine that collates. Number of copies allowed is limited and you must bring your own paper.



Morale, Welfare & Recreation

You can visit the MWR Webpage at www.mwrarmyhawaii.com. You'll find information on MWR activities, entertainment, leisure, and sports activities as well as information on Child and Youth Services and Army Community Service Programs. Check it out!



Other Resources.

In addition to the resources available to you at ACS the Division and/or your unit will most likely develop other resources to help you during deployment.

Some of these might include:

Webpage. A webpage specifically for your deployment will most likely be developed and posted to the Division Website. You will be able to visit this webpage from the 25th ID(L) webpage at: <http://www.25idl.army.mil>

Newsletters. Newsletters are another way to keep in touch. They can be developed to help keep the families aware of activities dealing with the rotation. Newsletters from the deployed units are especially nice as it helps the families feel connected.

E-Mail. Soldiers may have access to free e-mail. Create an account with Army Knowledge On-line like ...john.doe@us.army.mil. it's free.



Pre-Deployment Issues. Of primary importance to most individuals is the need to ensure that all their family members are taken care of during the deployment...both those deployed and those left behind. To help prepare you and your family for the deployment we have included some items in this book that we hope will assist you.

- Administrative Issues
- Family Issues
- Financial Issues
- Legal Issues
- Medical Issues

Each of these topics will be addressed in this book; however, if you should have any question not addressed you should contact your unit, your FRG representative, or a subject matter expert.

Items that you should discuss with your family include, but are not necessarily limited to:

Spouses and family members should... familiarize yourself with the chain of command and identify the "key spouses." This volunteer network can provide a wealth of information and resources.

| Helpful Unit Information | | | |
|---------------------------------|--|---------|--|
| Name: _____ | | | |
| SSN#: _____ | | | |
| Stateside Information: | | | |
| Unit (BN/Company) | | Phone # | |
| SDNCO | | Phone # | |
| Battalion Commander | | Phone # | |
| Command Sergeant Major | | Phone # | |
| Rear Detachment Commander | | Phone # | |
| Company Commander | | Phone # | |
| 1st Sergeant | | Phone # | |
| Platoon Leader | | Phone # | |
| Platoon Sergeant | | Phone # | |
| Chaplain | | Phone # | |
| FRG Point of Contact | | Phone # | |
| Deployment Information: | | | |
| Unit | | | |
| Mailing Address | | | |
| Email | | Phone # | |
| Company Commander | | Phone # | |
| 1st Sergeant | | Phone # | |
| First Line Supervisor | | Phone # | |
| Chaplain | | Phone # | |
| | | | |
| | | | |



Pre-Deployment Tips

On the following pages you will find suggestions to help you prepare for deployment, but at the very minimum you should address the following issues before you deploy.

ADMINISTRATIVE ISSUES:

Defense Enrollment Eligibility Reporting System (DEERS)

- It is the service member's responsibility to verify DEERS enrollment for their family members prior to deployment. This will ensure that family members can receive medical care while the service member is deployed. To confirm enrollment contact DEERS at 1-800-538-9552 or local [433-9166](tel:433-9166).

ID Cards

- Service members should check the expiration date of all dependent ID cards prior to deployment. If the cards expire prior to the end of the deployment, you should contact the appropriate personnel office to initiate the paperwork. The ID Card section is located on the 2nd floor of Building # 690, the Aloha Center, 655-4104.



Service Record - Check the pages of your service record to ensure that your contact information is correct. An incorrect phone number can delay a response in the case of an emergency.



Vehicle Information - If you are single or geographically separated from your family it is recommended that you make storage arrangements for your vehicle (s) during your deployment. Most units will create long-term vehicle storage areas. You should also check your vehicle registration expiration date. If your registration will expire while you are deployed, you should renew your registration prior to deployment or make arrangements for someone



with your Power of Attorney to take care of it for you. Also, some insurance companies offer reduced rates to service members who are deployed if their vehicle will not be in use. Contact your insurance agency to see if this is an option for you.

FINANCIAL ISSUES:

Bills - Service members are still responsible for their household expenses/bills while they are deployed. These expenses could include rent, mortgage payments, car payments, credit cards, etc. Before deploying you should ensure that you have made arrangements for these payments to be taken care of. You may wish to appoint your spouse or family member with Power of Attorney, so that they can handle your finances while you are deployed.



Direct Deposit - Direct deposit is the fastest and most convenient way to receive your pay while you are deployed. By utilizing direct deposit your pay will be automatically credited to your checking or savings account. For more information check with your bank or credit union.



Income Tax - If you will be deployed when your taxes are due, decide in advance how income taxes will be filed and who will do it. You may wish to file for an extension

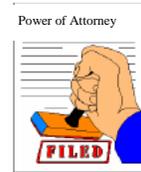


through the Internal Revenue Service by filing Form 2350: *Application for Extension of Time to File U.S. Income Tax Return*.

LEGAL ISSUES:

Power of Attorney - A Power of Attorney is a legal designation by an individual that grants another indi-

vidual or organization the authority to execute documents in your name. While you are deployed it may be necessary for your spouse, a par-



ent, or another competent person to act for you in your behalf. Before you execute a Power of Attorney, be sure you understand

exactly what you want your Attorney-in-Fact (or Agent) to do in your place. For example, you may want to limit the duration of the Power of Attorney to the period of time you expect to be deployed. For assistance in preparing a power of attorney you should contact the legal assistance office at 655-8608.

Servicemembers' Group Life Insurance (SGLI)

- Each active duty service member is eligible to be insured under SGLI up to a maximum of \$250,000 in increments of \$10,000. Before deploying you should verify who you have designated as beneficiary on your SGLI and make changes as necessary. An eligible beneficiary can be any person or legal entity designated by the service member. To make any change the SGLI Election Form (VA Form SGLV-8286) must be completed. For more information about Service Members' Group Life Insurance, please visit the Department of Veterans Affairs group life insurance information page.

Will - A will is a legal expression or declaration of an individual's wishes concerning the dispositions of his/her property after death. It is always easier for survivors to take care of things if there is a legally executed will. If someone dies without leaving a will, personal and real property are distributed by state law, which might not necessarily coincide with the way the individual would have wanted it. For assistance in preparing or updating/changing your will you should contact the legal assistance office at 655-8608.





Administrative Issues. Although extended deployments are never easy on the family, the hardships need not be increased by failure to plan ahead. As a military family, it is very important for you to have certain documents in your possession. You

and your spouse or other family member should sit down together and complete the following checklist. The documents listed here are vitally important and should be kept in a special container in a location you can find immediately and that is known to both of you.

| Administrative Checklist | |
|--------------------------|---|
| | Addresses and Phone Numbers of immediate family members for both spouses |
| | Adoption Papers |
| | Allotments updated with correct amount, name, address, and account number |
| | Army ID Cards (Check expiration date) |
| | Auto Insurance Policies |
| | Bank Account Numbers for checking and savings accounts |
| | Baptismal Certificates |
| | Birth Certificates |
| | Car Registration, Title, and Inspection Certificate (Check for expiration dates.) |
| | Checkbook |
| | Citizenship/Naturalization Papers |
| | Club and Membership Cards |
| | Court Orders (Divorce/Child Custody) |
| | Credit Cards and credit card list including account numbers. Also, annotate which spouse has which card |
| | Death Certificates |
| | Deed / Mortgage Papers |
| | Dependent Child Care Plan |
| | Diplomas and School Transcripts |
| | Discharge Papers (DD214) |
| | Divorce Papers |
| | Drivers License (Check the expiration date.) |
| | Emergency Data Card (Updated and included in Military Personnel Record and copy for spouse.) |
| | Extra Keys for House, Car, Safe-Deposit Box, etc. |
| | Family Dental Records |
| | Family Medical and Immunization Records |
| | Family Photo Albums |
| | Federal and State Tax Records |
| | Fire Emergency and Escape Plans |



Administrative Checklist (Continued)

| | |
|--|---|
| | Installment Contracts |
| | Insurance Policies - Home and/or Personal Property |
| | Inventory of Household Goods (Current) |
| | Leave and Earnings Statement (LES) |
| | Life Insurance Policies |
| | List of Important Phone Numbers (FRG, RDC, and Emergency Numbers) |
| | List of Investments/Bonds |
| | Loan Papers |
| | Marriage Certificate |
| | Next of Kin (List to include names, phone numbers and addresses. Inform them of rights, benefits, & assistance. Let them know who to contact in case of emergency.) |
| | Orders (Several copies...10 should be sufficient.) |
| | Passports |
| | Pet Health and Vaccination Records |
| | POV Shipping Documents (OCONUS) |
| | Power of Attorney |
| | Real Estate Documents |
| | SGLI Election Form |
| | Shot Records |
| | Social Security Cards & Numbers for each family member. |
| | Spouse's Employment Resume' and Work Experience |
| | Stocks and Bonds |
| | Tax Returns for the last 5-7 years...both Federal and State |
| | TDY/PCS Orders |
| | Visas |
| | Warranties on cars and household appliances |
| | Wills for both spouses. |

In addition to the checklist you should ensure that the spouse remaining behind knows (at a minimum) the location of and how to use the following facilities:

- Army Emergency Relief (AER)
- Army Community Service (ACS)
- Banks
- CHAMPUS
- Chapel
- Commissary
- Legal Assistance Office

- Medical Facilities
- Red Cross

You should also ensure that they know who to contact in case there is a problem with the car, house, or any household appliances.

You should also ensure that they have contact information on the Rear Detachment Command (RDC) and the unit FRG.



Housing.

Living in Government Quarters. Family members remaining in government quarters assume the responsibility of the absent sponsor, which means:

If family members plan to depart the area for extended periods of time during the sponsor's absence, but wish to keep the quarters, they need to inform the housing office as well as the soldier's unit. It is the spouse's responsibility for arranging for the care and upkeep of the quarters, cutting grass, yard work, and security during his/her absence. Don't forget to make new arrangements for newspapers and mail.

A non-dependent family member (adult sons and daughters or mothers and fathers) or a guest may stay in the quarters during the sponsor's absence. For details, contact the housing office.

If family members expect to move into or out of government quarters during the sponsor's absence the spouse can sign for quarters and furnishings and terminate quarters in the sponsor's absence. A Power of Attorney or notary is not required. The spouse's signature on the sponsor's behalf does not change basic responsibility for such property.

Furnish the housing office with the phone number where the spouse/family member can be reached. Stay in touch with the housing office.

Living in a Private Rental House.

Sponsors who occupy private rental housing and receive BAH at the "with-dependent" rate because their families are living in private rentals will continue to receive that allowance.

The spouse is responsible for arranging for rental payments, telephone and utility bills before departing. Options such as direct payroll deposit and automatic bill paying are strongly recommended.

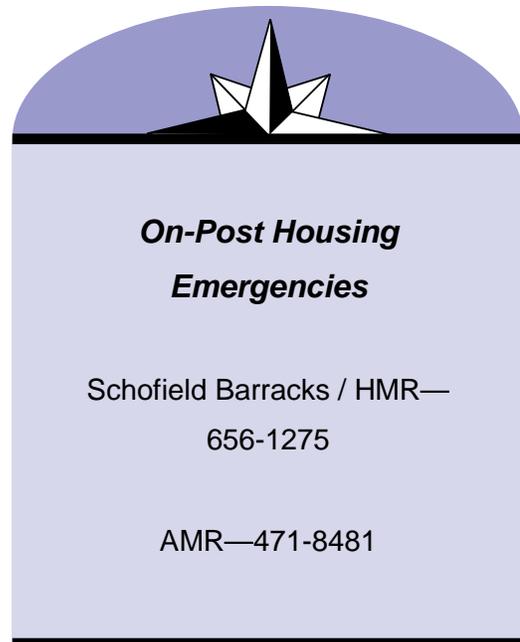
The person/persons designated to live in off-post housing are responsible for arranging for security and upkeep of the premises during the sponsor's absence and for ensuring all obligations under the lease/rental contract continue to be fulfilled.

Unaccompanied soldiers who occupy private rental housing and receive BAH at the "without dependent" rate will continue to receive those allowances if they have not vacated their rental house or apartment.

- Do you know what things are to be repaired by you

and what items are the responsibility of the landlord or the housing office?

- Do you know whom to contact in case of a home maintenance problem (e.g., plumbing, heating, air conditioning, electrical failure, etc.)?
- Do your doors and windows have good locks?
- Do you know where your fuse/circuit box is located? If new fuses are required do you have an adequate supply and know how to replace them?



Extended Absences. If you are departing your quarters for an extended period of time, please notify the MPs (if living on post) or the civilian police (off post) so that security and fire checks can be conducted periodically. If you live on post and are leaving your quarters for a period of 30 days or more, you need to report this to the Post Housing Office at 655-0177 or 438-6113.

Arrangements should be made with a neighbor or friend to take care of your dwelling (e.g., lawn care, pet care, newspapers, mail, etc.) while you're gone.

If it becomes necessary to terminate occupancy of your government quarters while your sponsor is away, you must have a Power of Attorney to effect shipment of your household goods. Quarters can be terminated by calling the Housing Office at 655-0177 or 438-6113.



| Housing Checklist | |
|-------------------|---|
| | Do you know where the electrical breaker box is and how to reset it? Do you have extra fuses? |
| | Do you know the location and use of water control valves? (Main, toilet, sink, washing machine, etc.) |
| | Do you know the location and use of gas control valves? |
| | Do you know the numbers of an electrician, plumber, landlord, and Department of Public Works? |
| | Does the house have good locks on the doors and windows? |
| | Do you have an extra set of house keys in a safe place? |
| | Are there enough fire and security alarms installed and are they functioning properly? |
| | Are you capable of doing yard maintenance? If not, have you made other arrangements? |
| | Do you have a current household inventory, complete with serial numbers? Pictures are good too. |
| | Do you have current renters, homeowners, or personal property insurance? |
| | Do you have fire extinguishers, and do you know how to use them? |
| | Do you have your fireplace, heaters, furnace, and vents inspected regularly? |
| | Do you and your family follow safety rules? (e.g., keep matches and lighters away children, etc.) |
| | Stow mower gas and other flammables in a safe manner, make sure combustible items are kept away |
| | sources such as stoves and heaters. |

Transportation. The family car is an important part of everyday life. The sudden loss of transportation can be a real burden and in some cases, could be tragic.

If your spouse leaves the car in a unit holding area and deploys, you must have a completed release form indicating that you (by name), may remove the car from the area. This release form **MUST** be completed before your spouse leaves or you won't be able to pick up the car.

During a deployment, not knowing how to cope with car problems is just one more aggravation that you don't need. Take the time to complete the Vehicle Checklist on page 36 to ensure you are prepared to handle any problem that might arise.

If a medical emergency arises and you are without transportation call an ambulance. For non-medical transportation emergencies, call your Rear Detachment Command or the appropriate person listed on your FRG telephone roster.

| Transportation Checklist | |
|--------------------------|---|
| | Can you legally drive? |
| | Do you have a current drivers license? If not, are you familiar with the local public transportation? |
| | Do you know when your drivers license expires and how and where to apply for a new one? |
| | Do you have an extra set of car keys in a safe place? |
| | Do you know where your spouse will leave the car at the unit when leaving for deployment? |
| | Is the car maintenance up-to-date? Do you know when it's due for maintenance? |
| | Do you know how and where to have car maintenance done? |
| | Do you know how to do minor maintenance yourself? |
| | Do you have the registration and proof of insurance in the car? |
| | Are you insured to drive the car? |
| | Are the tags and safety inspections current? |
| | Do you know how and when to renew the tags and do you have the proper paperwork? |
| | Do you know how and where to get a safety inspection? |
| | Do you have the car title and is it in a safe place? |
| | Do you know the name and address of the lien holder on the car? |



**Department of Commerce and Consumer Affairs
ONLINE INSURANCE LICENSE RENEWAL**

<http://www.state.hi.us/>

The online license renewal service is made possible by eHawaiiGov and the Department of Commerce and Consumer Affairs, Insurance Licensing Division. Your insurance license may be renewed online beginning June 16, 2001.

- Use of the online renewal service is voluntary. You may also use the application that you received in the mail to renew by mail to DCCA/PVLD, P.O. Box 3469, Honolulu, HI 96801 or in person at 1010 Richards Street, Honolulu, HI. If you need to have a renewal application mailed to you, contact the PVL Licensing Branch at 808-586-3000.
- This electronic renewal procedure requires you to provide your social security number and other personal information and complete the transaction using a credit card. The transaction is conducted on a secured server and uses encryption. If you choose not to provide your social security number or requested information, or do not want to use a credit card, please renew by mail or in person.
- If you have been convicted of a crime in the past 2 years, or have been subject to disciplinary action in the past 2 years, or have a disciplinary action pending against you, you may not renew online. Please submit your renewal application and supporting documents in person or by mail.
- After you complete the process, you will be able to print a receipt page, and, if you provide an email address, a receipt will be emailed to you. A new pocket card will be mailed within 10 business days.
- Name changes are not permitted for online license renewal. Please submit your renewal application in person or by mail.
- Renewal applications submitted via Internet are subject to verification.

Bus Options

“The Bus”: If you do not have a driver’s license or a car, make sure you are familiar with the local bus schedule. For specific routes and schedules, call “The Bus” at 848-5555 or go on-line to: <http://thebus.org/>



AAFES on Schofield is located in the same general area as the Commissary, in fact there are many concessions in this area as well.



Photo courtesy CL Steenfott

The PX at Schofield is split into different stores, but all are in the same general area.

Commissary. The cost of living in Hawaii is considerably more expensive than that on the mainland so you’ll probably be doing most of your grocery shopping at the Commissary on Trimble Road shown here.



Photo courtesy CL Steenfott

Normal Commissary Hours:

Monday through Friday 1000-2000
Saturday and Sunday 0900-1900

For more information including specials, a shopping list, and contact information go to <http://www.commissaries.com>.

The Main Exchange carries items like clothing, jewelry, Aloha items, cosmetics, office supplies, entertainment and electronics items, photo supplies, and luggage. The Home Center carries furniture and household items like pictures, lamps, bedding, large carpets, area rugs, small appliances, kitchenware, tableware, floor care items, and other household items like towels. The PXtra carries plants and garden supplies, toys, pet supplies, and sports equipment.

If you don’t find what you’re looking for here at Schofield there are Exchanges located on each of the local bases and to some extent they all seem to carry different items and styles.

For more information or to order on-line go to: <http://www.aafes.com>. You can order items from the Military Clothing on this site as well.



**MILITARY STAR CONTINGENCY
DEPLOYMENT POLICY
(For Army and Air Force Members)**

The Exchange Credit Program is proud to provide our Army and Air Force members the benefit of lower or no interest rates during deployment. AAFES wants to ensure that all Army and Air Force Military Star cardholders receive the necessary information to lessen the hardship of deployment and provide for their families that are left behind. The Military Star deployment policy provides deployed service members whose account is in good standing (i.e., not in "collection" status) two options:

Option 1: A 6% interest rate with no monthly payments and use of the account during the deployment period. This ability to continue using the account extends to any authorized users such as a spouse or family member.

Option 2: A 0% interest rate with no monthly payments during the deployment period. Under this option no charges can be made against the account during the deployment period.

Deployment is defined as travel to an overseas location in conjunction with a Joint Chief of Staff (JCS) deployment order. The deployment order must be for at least 90 days. If the deployment time frame is included, the account will be coded with the date provided. If the time frame is not included, the accounts will be coded for a maximum of 90 days.

Below are the requirements to implement the deployment policy:

1. Unit commanders or their representative will notify the Exchange Customer Contact Center by providing:

- a) Copies of Official orders that reference the JCS message that directs support of a JCS deployment order. This can be in the form of combined orders by unit or individual orders.
- b) A deployment listing with the following information: Service member's SSN, service member's name, length, and dates of deployment.

The 6% interest rate is the recommended option for most military members. This option allows the military member and authorized users to continue charging necessary items during the deployment period. However, if the military member prefers the 0% interest,

notification can be provided to the Exchange Customer Contact Center by one of the methods listed below.

2. Unit commanders should send deployment listings by one of the following methods:

- **By Internet:** deployment@aafes.com

NOTE: IF SENDING BY INTERNET, AN IMAGE OF THE TRAVELORDERS MUST BE ATTACHED TO THE E-MAIL

- **By mail:** Exchange Customer Contact Center
P.O. Box 650524, Dallas, TX 75265-0524
Toll Free 1-877-891-7827

- **By fax:** COMMERCIAL 214-312-4326
DSN 967-4326

The unit commander should notify the Exchange Customer Contact Center if the deployment is extended.

If a customer is on hold for returned checks, they will not be able to use the account until the checks are paid.

For information or to request updates to your account such as address changes, authorized users or credit line increases (hardships only), contact the Exchange Customer Contact Center by mail, phone, fax, or email or go to your local store's customer service.

To review current information go to: <http://www.aafes.com>.





VEHICLE & MAINTENANCE CHECKLIST

Spare Keys: _____

Driver Information:

| | | |
|------|-----------------------------|-----------------|
| Name | Drivers License No. & State | Expiration Date |
| | | |
| | | |
| | | |

Vehicle Information:

| | | | |
|----------------------------|-------------------------|----------------------------|----------------------|
| Make/Model: | Year: | VIN: | Inspection Due Date: |
| License Plate No. & State: | Expiration Date: | Vehicle Warranty Location: | Warranty Expiration: |
| Car Title Location: | Auto Insurance Company: | Policy Number: | Due Date: |
| Registration Due Date: | Car Payment: | Lien Holder: | Due Date: |

Maintenance Information:

| | | | |
|--|---------------------------------|-------------------------|----------------------------|
| Next Tune-up Due: | Type Oil & Filter to be Used: | Lubrication: | Type Gasoline: |
| Present Tire Warranty? | Tire Warranty Expiration: | Tires Due for Rotation: | Tire Pressure: |
| Tire Brand and Size (if replacement is necessary): | | New or Recap: | Where to Purchase: |
| Battery Brand Name & Age: | Use Same Brand for Replacement: | Warranty: | Where is Warranty Located? |

Other important vehicle information:

| |
|--|
| |
| |
| |

Garage Information

Name of Facility: _____

Address: _____

Phone: _____

Mechanic: _____

| |
|--|
| |
| |
| |



Family Issues might include things like developing a Family Care Plan, discussing responsibilities, child care, and guardianship. Ensure that family members have ID cards that won't expire during the deployment and that all family members are enrolled in DEERS. You should also include some open discussion on security and emotional issues like how you each feel about the deployment or concerns you may have. It's very important to include your children in these discussions as well.

Safety & Security. Everyone will feel a little better if you take care of some of the minor safety and security issues before the deployment. Items of this nature might include:

- Checking smoke detectors and replacing batteries if needed.
- Making sure the family has a home tool kit and that they know where it's located. Items to include in the kit might be:
 - Fire extinguisher
 - Flashlight with extra batteries.
 - Hammer, screwdrivers, pliers, wrenches
 - Assorted nails and screws
 - Scissors and/or knife and masking tape
 - Extra light bulbs
 - Extra filters for air-conditioners.

- Making sure all appliances (including ACs) are in good working order.

- Making sure the vehicles won't require maintenance while you're gone.

- Arranging for or completing any necessary household repairs.

- Making arrangements for storing vehicles and moving if your spouse is going back to the mainland for the duration of the deployment.

- Discuss health issues and create a list of health care providers or other important numbers.

One last thing...walk around the house and carefully evaluate any possible areas that might be considered a safety, security, or fire hazard.



Family Care Plan. A Family Care Plan is critical for the single parent, but it's also very important for the two-parent family as well.

When the soldier is deployed the spouse left at home is essentially a single parent ...it may be only due to geographic separation, but there are still the same concerns. If you get sick or you're in an accident who will take care of your house... your pets...and most importantly, your children?

AR 600-20 states...*"Plans must be made to ensure that family members are properly and adequately cared for when the soldier is deployed, on temporary duty, or otherwise not available due to military requirements."*

The soldier is responsible for implementing the Family Care Plan and thus ensuring the care of their family members.

DA Form 5305-R (Family Care Plan) is the means by

which soldiers can provide for the care of their family members during deployment. The Plan should include proof that a guardian and/or escort have been designated and thoroughly briefed on their responsibilities and that they will willingly assume those responsibilities on behalf of the soldier and his/her family.

On the following pages are the forms you need to complete for your Family Care Plan.



It is vital that the family discuss and prepare a Family Care Plan.

DA Form 5304-R—Family Care Plan Counseling Checklist

DA Form 5305-R—Family Care Plan

DA Form 5840-R—Certificate of Acceptance as Guardian or Escort

DA Form 5841-R—Power of Attorney

DD Form 1172—Application for DoD Common Access Card DEERS Enrollment



| FAMILY CARE PLAN COUNSELING CHECKLIST | | | |
|--|---|---------|-----------|
| For use of this form, see AR 600-20: the proponent agency is ODCSPER | | | |
| PRIVACY ACT STATEMENT | | | |
| AUTHORITY: | 10 U.S.C. Section 3013, Secretary of the Army: Army Regulation 600-20, Army Command Policy and E.O 9397 (SSN). | | |
| PRINCIPAL PURPOSE: | To emphasize to soldiers the significance of their responsibilities to the military service and their family members while performing required military duties. | | |
| ROUTINE USES: | None. | | |
| DISCLOSURE: | Mandatory; Failure to maintain a Family Care Plan could subject the soldier to separation, administrative action, or disciplinary action under the UCMJ. | | |
| Careful planning is required to ensure adequate care of family members while performing required military duties. Pregnant soldiers, single parents, and dual-military couples with family members will be counseled in accordance with AR 600-20. The soldier and the commanding officer (or designated representative) will initial each item on the checklist. | | | |
| PART I - ACTIVE ARMY AND RESERVE COMPONENT | | SOLDIER | COMMANDER |
| A. I am receiving Family Care Plan counseling by my commander (or designated representative) because my current family status is: | | | |
| 1. A pregnant soldier who: | | | |
| a. Has no spouse: is divorced; widowed; or separated; or is residing without her spouse. | | | |
| b. Is married to another service member of AC or RC of any service (Army, Air Force, Navy, Marines, Coast Guard). | | | |
| 2. A soldier who has no spouse; is divorced, widowed, or separated or is residing apart from his/her spouse; who has joint or full legal and physical custody of one or more family members under age 18 or who has adult family members incapable of self-care regardless of age. | | | |
| 3. A soldier who is divorced (not remarried) and who has liberal or extended visitation rights by court decree which would allow family members to be solely in the soldier's care in excess of 30 consecutive days. | | | |
| 4. A soldier whose spouse is incapable of self-care or is otherwise physically, mentally, or emotionally disabled so as to require special care or assistance. | | | |
| 5. A soldier categorized as half of a dual-military couple of the AC or RC of any service (Army, Air Force, Navy, Marines, Coast Guard) who has joint or full legal custody of one or more family members under age 18 or who has adult family members incapable of self-care regardless of age. | | | |
| B. I understand that I must arrange for the care of my family member(s) so as to be: (1) Available for duty when and where the needs of the Army dictate; (2) Able to perform my assigned military duties without interference of family responsibilities. | | | |
| C. I have been counseled on the importance of: | | | |
| 1. Selecting qualified, reliable, and stable guardians (temporary and long-term), whom I would have no reservations about entrusting the sole care of my family members, and who are both capable and willing to care for them in my absence. | | | |
| 2. Providing maximum information to guardians on the full extent of their responsibilities and on procedures for gaining access to military/civilian facilities, services, entitlements and benefits on behalf of my family member (s). | | | |
| 3. Providing all necessary documentation and financial support so that the designated guardians have everything necessary to act in that capacity. | | | |
| D. I understand that designated guardians must be able to assume responsibility for my family member(s) during any periods of absence to include: during duty hours, alerts, field duty, roster duty, TDY, deployments, AT, MUTAs, ADT, or in the event of hospitalization, or other periods of absence for military duty, emergencies or unexpected circumstances. | | | |
| E. I understand that I am fully responsible for making all necessary arrangements (housing, educational, legal, transportation, financial, religious, special, etc.) to ensure a smooth, rapid turnover of family member care responsibilities in case the plan is implemented. | | | |
| F. I understand that I must initiate legal documentation such as the power of attorney for guardianship (DA Form 5841-R) which will authorize guardian (s) to act in loco parentis; to perform any and all acts as fully to all intents and purposes as I might or could if personally present; to authorize for the care and treatment of my family member (s) regardless of whether on an emergency basis, or for routine care, including all major surgery deemed necessary by a duly licensed staff physician at any military or civilian hospital; to register my child (ren) in school, and to grant or to withhold permissions as my attorney shall deem appropriate. | | | |
| G. I understand that designated guardians must submit notarized certificates of acceptance (DA Form 5840-R) agreeing to accept full responsibility for my family member (s); attesting that they have received all necessary and essential documents; and attesting to the fact that they have been provided information on how to gain access to military/civilian facilities, services, entitlements and benefits on behalf of my family member (s). | | | |



| PART I - ACTIVE ARMY AND RESERVE COMPONENT (Continued) | | SOLDIER | COMMANDER |
|---|---|---------|-----------|
| H. | I understand that I must maintain in my Family Care Plan, a DD Form 1172 for each family member to ensure the issue/renewal of Uniformed Services Identification Cards in my absence. | | |
| I. | I understand that my Family Care Plan must be updated and recertified by my commander at least annually (more often if required by my commander or mission of my unit), or in the event of any change in my family status, guardians, legal custody, duty station, etc. | | |
| J. | I understand that it is strongly encouraged (though not mandatory) that I ensure that I have an updated will which specifies my desires concerning custody of my family member (s) in the event of my death. | | |
| K. | I understand that there are voluntary and involuntary procedures for my separation from military service when my parental responsibilities interfere with the performance of my military duties. | | |
| L. | I understand that I will receive no special consideration in duty assignments or duty stations based on my responsibility for my family member(s) unless enrolled in the Exceptional Family Member Program (EFMP) in accordance with AR 608-75. | | |
| M. | I understand that I am fully responsible for all transportation arrangements and costs pertaining to transportation of family member (s) to guardian or guardian to dependent family member (s). | | |
| N. | If I am assigned OCONUS, I understand that I must identify an escort for my family member (s) in the event that Noncombatant Evacuation Operations (NEO) are put into effect. | | |
| O. | If NEO procedures are not initiated at the time I am required to implement my Family Care Plan, I understand that I may request the opportunity to personally escort my family member(s) back to CONUS if time and the nature of the military situation permits, and my commander approves. I also understand that I may request approval for the designated guardian to reside in my government quarters in my absence. I further understand that the Army will not be responsible for reimbursement of any travel costs incurred by the guardian or escort unless they are otherwise eligible under their own military family member status. | | |
| P. | I understand that members of a dual-military couple may submit the same basic Family Care Plan to both commanders, provided that neither military member is identified as the long-term guardian in the plan. The original Family Care Plan will be maintained by the commander of the military member least likely to deploy, with a copy of the DA Form 5305-R forwarded to the spouse's commander. If both military members are equally likely to deploy, the original will be filed with the Army member's commander and a copy with the commander of the other service. If both are Army members and equally likely to deploy, it is inconsequential which commander has the original, so long as both commanders have copies in the unit files. | | |
| Q. | I understand that I should provide letters of instruction outlining all special arrangements and instructions the guardians or escort should be aware of. (See Figure 5-4, AR 600-20). | | |
| R. | I have received copies of all the required forms and documentation, and know whom to contact in the event I have additional questions or need additional assistance in preparing the Family Care Plan. | | |
| S. | I understand that I must submit the complete Family Care Plan with all attendant documents to my commander within the time limits specified by my commander (or designated representative): <input type="checkbox"/> AA 30 days from date of this counseling session. <input type="checkbox"/> RC 60 days from date of this counseling session. | | |
| T. | I understand that it is my responsibility to notify my commander in advance if I am aware of any circumstances beyond my control that might prevent me from meeting the submission deadlines. The commander is authorized to grant a one-time extension of 30 days based on extenuating circumstances. | | |
| PART II - ACTIVE ARMY AND RC SERVING ON ACTIVE DUTY | | | |
| Policies, Provisions, Entitlements, Benefits, and Services: | | | |
| A. | Policies governing deletion or deferment from assignment instructions because of personal reasons. See Chapter 3, AR 614-200 (AA enlisted) or Chapter 6, AR 614-100 (AA officers) or AR 135-91 (RC). | | |
| B. | Policies governing reassignment eligibility. All soldiers are expected to serve CONUS and OCONUS tours (including unaccompanied tours). The needs of the Service provide the basis for selecting a soldier for reassignment in accordance with AR 614-30, AR 614-200, and AR 614-100. | | |
| C. | Entitlements to assignment of government or pay of basic allowances for quarters. See Chapter 10, AR 210-50. | | |
| D. | Policies governing entitlement to basic allowance for subsistence, application procedures, and payment. These are contained in Chapter 1, part 3, AR 37-104-3; and Chapter 20, DoD Military Pay and Allowances Entitlements Manual. | | |
| E. | Provisions for applying for concurrent travel of family members when alerted for overseas movement. Approved joint domicile assignments do not constitute authority to move family members to the overseas command at government expense. Application for family member travel must be made in accordance with AR 55-46. | | |



| PART II - ACTIVE ARMY | | SOLDIER | COMMANDER |
|---|--|----------------------|-----------|
| F. Eligibility requirements for shipment of household goods to the next permanent duty station at government expense. See Chapter 4, AR 55-71 and Part D, Chapter 5, Volume 1, Joint Federal Travel Regulation (JFTR). | | | |
| G. The entitlement to government paid transportation of family members to the next permanent duty station. See Chapter 9, AR 37-106 and Part C, JFTR. Transportation allowances for dependent family member movement will be paid for under the following conditions: | | | |
| 1. If traveling in a PCS status between CONUS permanent duty stations. However, family members are not authorized to move to or from TDY stations at government expense. | | | |
| 2. If traveling to, from, or between OCONUS duty stations in PCS status provided tour length requirements have been satisfied. See Section III, Chapter 1, AR 55-46 regarding tour length requirements to qualify for family member movement to, from and between overseas areas. | | | |
| H. The status of noncommand sponsored family members in the overseas command. See paragraph 1-17, AR 55-46. | | | |
| I. Services provided by the Army Community Services (ACS) regarding financial planning. See chapter 9, AR 608-1. | | | |
| J. Services available from Personal Assistance Points at major points of embarkation in the CONUS. | | | |
| K. Maternity counseling for pregnant single soldiers on the costs of child bearing and raising. | | | |
| L. Provisions of CHAMPUS. | | | |
| PART III - MILITARY SPOUSE AND SPOUSE'S COMMANDER CERTIFICATION | | | |
| A. Military spouse: <i>We have been counseled on our responsibilities to the military service and our family member (s).</i> | | | |
| 1. SIGNATURE OF SPOUSE | | 2. DATE (YYYY/MM/DD) | |
| 3. TYPED OR PRINTED NAME OF SPOUSE | | 4. SSN | |
| B. Spouse's commander: <i>I have provided counseling for the military spouse assigned to my unit concerning Family Care Plan requirements.</i> | | | |
| 1. SIGNATURE OF SPOUSE'S COMMANDER | | 2. DATE (YYYY/MM/DD) | |
| 4. TYPED OR PRINTED NAME OF SPOUSE'S COMMANDER | | 3a. UNIT ADDRESS | |
| | | b. E-MAIL ADDRESS | |
| PART IV - SOLDIER AND COMMANDER CERTIFICATION | | | |
| A. Soldier: <i>I have been counseled on my responsibilities to the Army and to my family member (s).</i> | | | |
| 1. SIGNATURE OF SOLDIER | | 2. DATE (YYYY/MM/DD) | |
| 3. TYPED OR PRINTED NAME OF SOLDIER | | 4. SSN | |
| B. Soldier's commander: <i>I have provided counseling to the soldier on his/her responsibilities to the military service and to his/her family member (s).</i> | | | |
| 1. SIGNATURE OF SOLDIER'S COMMANDER | | 2. DATE (YYYY/MM/DD) | |
| 4. TYPED OR PRINTED NAME OF SOLDIER'S COMMANDER | | 3a. UNITED ADDRESS | |
| | | b. E-MAIL ADDRESS | |



| FAMILY CARE PLAN | | | | | | | | | | | | | | | | |
|---|---|-------------------------|----------------|-------------------------|---------------------------|-------------------------|--------------------------------|-------------------------|-----------------|-----------|------------------------|-------------------------|--------------------|------------------|--|--|
| For use of this form, see AR 600-20: the proponent agency is DCSPER | | | | | | | | | | | | | | | | |
| PRIVACY ACT STATEMENT | | | | | | | | | | | | | | | | |
| AUTHORITY: | 10 U.S.C. Section 3013, Secretary of the Army: Army Regulation 600-20, Army Command Policy and E.O. 9397 (SSA) | | | | | | | | | | | | | | | |
| PRINCIPAL PURPOSE: | To emphasize to soldiers the significance of their responsibilities to the military service and their family members while performing required military duties. | | | | | | | | | | | | | | | |
| ROUTINE USES: | None | | | | | | | | | | | | | | | |
| DISCLOSURE: | Mandatory; Failure to maintain a Family Care Plan could subject the soldier to separation, administrative action, or disciplinary action under the UCMJ. | | | | | | | | | | | | | | | |
| PART I - SOLDIER'S FAMILY CARE | | | | | | | | | | | | | | | | |
| A. I was counseled on _____ (date), and fully understand the policy on family member care responsibilities. I understand that I must arrange for care of my family members, remain available for deployment and training, and report for duty as required without interference of responsibility for family members. I assume responsibility for all obligations for such things as child care, food, adequate housing, transportation, and emergency needs of my family members regardless of age. | INITIALS | | | | | | | | | | | | | | | |
| B. I have made and will maintain arrangements for the care of my family members during all the following: | | | | | | | | | | | | | | | | |
| <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">1. Duty</td> <td style="width: 33%;">6. Temporary Duty</td> <td style="width: 33%;">11. Deployment</td> </tr> <tr> <td>2. Exercises/field duty</td> <td>7. Unit Training Assembly</td> <td>12. Other Military Duty</td> </tr> <tr> <td>3. Permanent Change of Station</td> <td>8. Active Duty Training</td> <td>13. Emergencies</td> </tr> <tr> <td>4. Alerts</td> <td>9. Unaccompanied Tours</td> <td>14. Leave/non-duty Time</td> </tr> <tr> <td>5. Annual Training</td> <td>10. Mobilization</td> <td></td> </tr> </table> | 1. Duty | 6. Temporary Duty | 11. Deployment | 2. Exercises/field duty | 7. Unit Training Assembly | 12. Other Military Duty | 3. Permanent Change of Station | 8. Active Duty Training | 13. Emergencies | 4. Alerts | 9. Unaccompanied Tours | 14. Leave/non-duty Time | 5. Annual Training | 10. Mobilization | | |
| 1. Duty | 6. Temporary Duty | 11. Deployment | | | | | | | | | | | | | | |
| 2. Exercises/field duty | 7. Unit Training Assembly | 12. Other Military Duty | | | | | | | | | | | | | | |
| 3. Permanent Change of Station | 8. Active Duty Training | 13. Emergencies | | | | | | | | | | | | | | |
| 4. Alerts | 9. Unaccompanied Tours | 14. Leave/non-duty Time | | | | | | | | | | | | | | |
| 5. Annual Training | 10. Mobilization | | | | | | | | | | | | | | | |
| C. I understand the importance of ensuring the proper care for my family members, and ensuring my own readiness and deployability as well. I further understand that in light of the critical nature of both these requirements: | | | | | | | | | | | | | | | | |
| 1. Failure to make and maintain adequate family member care arrangements in accordance with the Army's policy is grounds for disciplinary action or separation. | | | | | | | | | | | | | | | | |
| 2. Nonavailability for worldwide assignment and/or unit deployment may lead to my separation from the Army. | | | | | | | | | | | | | | | | |
| 3. If arrangements for the care of my family members fail to work, I am not automatically excused from prescribed duties, unit deployment, or reassignment. | | | | | | | | | | | | | | | | |
| 4. If I fail to maintain a Family Care Plan or provide false information regarding my plan, I am subject to separation, administrative action, or disciplinary action under UCMJ. | | | | | | | | | | | | | | | | |
| 5. I must maintain an up-to-date Family Care Plan and revise my Plan when circumstances change. I understand that Family Care Plans may be tested at the discretion of the commander. | | | | | | | | | | | | | | | | |
| 6. I will receive no special consideration in duty assignments or duty stations based on my responsibilities for my family members unless enrolled in the Exceptional Family Member Program (EFMP) in accordance with AR 600-75. | | | | | | | | | | | | | | | | |
| D. I have made all necessary arrangements (legal, educational, financial, religious, special, etc.) to ensure a smooth, rapid turnover of family member care responsibilities in case this plan is implemented. | | | | | | | | | | | | | | | | |
| E. I have arranged for necessary travel required to transfer my family members to a designated person. If my principal designee is not in the local area, I have arranged with a nonmilitary person in the local area to assume temporary guardianship of my family members until they are transferred to my principal care designee, or that designee arrives to assume responsibility for their care. | | | | | | | | | | | | | | | | |
| F. A copy of DA Form 5841-R (Power of Attorney) or equivalent documents and a copy of DA Form 5840-R (Certificate of Acceptance as Guardian) for each escort or guardian whether temporary or long-term is attached to this plan. | | | | | | | | | | | | | | | | |
| G. The following additional required documents are completed, included in this plan, and will be put into effect as part of my Family Care Plan. | | | | | | | | | | | | | | | | |
| 1. DD Form 1172 (Application for Uniformed Services Identification Card) for each family member whether they have a currently valid ID card or not. | | | | | | | | | | | | | | | | |
| 2. DD Form 2558 (Authorization to Start, Stop or Change an Allowment for Active Duty or Retired Personnel) or other proof of financial support for expenses incurred by guardian and family members. | | | | | | | | | | | | | | | | |
| 3. Copies of Letters of Instruction (which have been forwarded to designated escorts or guardians along with powers of attorney and other pertinent documents), outlining all special instructions concerning the care of my family members have also been included in my Family Care Plan. | | | | | | | | | | | | | | | | |
| H. I have thoroughly briefed escorts and guardians on the full extent of their responsibilities and on procedures for gaining access to military/civilian facilities, services, entitlements and benefits on behalf of my family members. | | | | | | | | | | | | | | | | |
| I. I am confident that my Family Care Plan is workable, and to the best of my knowledge, the guardian (s) and escort (s) I have designated will be both willing and able to carry out the responsibilities of caring for my family members. | | | | | | | | | | | | | | | | |
| PART II - DESIGNATION OF GUARDIANS/ESCORTS | | | | | | | | | | | | | | | | |
| A. I (We) have designated the following temporary guardian to care for my (our) family member (s) until responsibility is transferred to escort or principal (long-term) guardian | | | | | | | | | | | | | | | | |
| 1. TYPED OR PRINTED NAME | 2a. COMPLETE ADDRESS (including Street, Apartment Number, P.O. Box Number, Rural Route Number, City, State, and ZIP - 4 where applicable) | | | | | | | | | | | | | | | |
| 3. TELEPHONE NUMBER (Include Area Code) | 2b. E-MAIL ADDRESS | | | | | | | | | | | | | | | |



B. I (We) have designated the following individual(s) as principal long-term guardian(s) for my (our) family member (s). The designated guardian(s) reside in the continental United States or United States territories.

| | |
|---|---|
| 1. TYPED OR PRINTED NAME | 2a. COMPLETE ADDRESS (including Street, Apartment Number, P.O. Box Number, Rural Route Number, City, State, and ZIP + 4 where applicable) |
| 3. TELEPHONE NUMBER (Include Area Code) | 2b. E-MAIL ADDRESS |

C. I (We) have designated the following individual(s) as escort for my(our) family member(s) if evacuation from OCONUS becomes necessary (applies only to persons assigned OCONUS):

| | |
|---|---|
| 1. TYPED OR PRINTED NAME | 2a. COMPLETE ADDRESS (including Street, Apartment Number, P.O. Box Number, Rural Route Number, City, State, and ZIP + 4 where applicable) |
| 3. TELEPHONE NUMBER (Include Area Code) | 2b. E-MAIL ADDRESS |

**PART III - DUAL MILITARY COUPLES ONLY
MILITARY SPOUSE AND COMMANDER CERTIFICATION**

A. Spouse: We have made arrangements and will maintain arrangements for the care of our family member (s) in all circumstances required by our commitment to the military and our family.

| | |
|------------------------------------|---|
| 1. SIGNATURE OF SPOUSE | 2. DATE (YYYY/MM/DD) |
| 3. TYPED OR PRINTED NAME OF SPOUSE | 4. SSN |
| 5. Recertification | a. INIT. DATE b. INIT. DATE c. INIT. DATE d. INIT. DATE e. INIT. DATE |

B. Commander: I have counseled the military spouse assigned to my unit, reviewed the Family Care Plan, and I am satisfied that the members have made adequate family care arrangements.

| | | |
|---------------------------------------|---|-----------------|
| 1. SIGNATURE OF COMMANDER | 2. DATE | 3. UNIT ADDRESS |
| 4. TYPED OR PRINTED NAME OF COMMANDER | | |
| 5. Recertification | a. INIT. DATE b. INIT. DATE c. INIT. DATE d. INIT. DATE e. INIT. DATE | |

PART IV - SOLDIER AND COMMANDER CERTIFICATION

A. Soldier: I (We) have made arrangements and will maintain arrangements for the care of my (our) family member(s) in all circumstances required by my (our) commitment to the military and my (our) family.

| | |
|-------------------------------------|---|
| 1. SIGNATURE OF SOLDIER | 2. DATE (YYYY/MM/DD) |
| 3. TYPED OR PRINTED NAME OF SOLDIER | 4. SSN |
| 5. Recertification | a. INIT. DATE b. INIT. DATE c. INIT. DATE d. INIT. DATE e. INIT. DATE |

B. Commander: I have reviewed the Family Care Plan, and I am satisfied that the members have made adequate family care arrangements that will allow for a full range of military duties and for worldwide availability as defined here.

| | | |
|---------------------------------------|---|-----------------|
| 1. SIGNATURE OF COMMANDER | 2. DATE | 3. UNIT ADDRESS |
| 4. TYPED OR PRINTED NAME OF COMMANDER | | |
| 5. Recertification | a. INIT. DATE b. INIT. DATE c. INIT. DATE d. INIT. DATE e. INIT. DATE | |



| CERTIFICATE OF ACCEPTANCE AS GUARDIAN OR ESCORT | |
|--|---|
| For use of this form, see AR 600-20: the proponent agency is ODCSPER | |
| PRIVACY ACT STATEMENT | |
| AUTHORITY: | 10 U.S.C. Section 3013, Secretary of the Army: Army Regulation 600-20, Army Command Policy and E.O. 9397 (SSN). |
| PRINCIPAL PURPOSE: | Guardian's agreement to care for a soldier's children in his or her absence. |
| ROUTINE USES: | None. |
| DISCLOSURE: | Voluntary; However, failure to provide all the requested information could lead to rejection of a soldier's Family Care Plan. |
| <p>I _____ was provided an original DA Form 5841-R (Power of Attorney) or other legally sufficient authority naming me as guardian/escort for:</p> | |
| NAME (s) / AGE (s) OF FAMILY MEMBERS | |
| | |
| | |
| family members of: | |
| NAME (s) | SSN (s) |
| | |
| <p>I agree to accept responsibility for these family members. I have received all necessary documents required to provide financial, medical, educational, quarters, and subsistence support for these family members. I have been briefed on procedures for accessing military/civilian facilities, services, benefits, and entitlements on behalf of these family members.</p> | |
| TYPED OR PRINTED NAME OF GUARDIAN | |
| ADDRESS (Include ZIP Code) | |
| SIGNATURE | DATE (YYYY/MM/DD) |
| TELEPHONE NUMBER (Include Area Code) | E-MAIL ADDRESS |
| NOTARY: | |
| STATE OF _____ | |
| COUNTY OF _____ | |
| Acknowledged before me this _____ day of _____, | |
| _____ | |
| (Notary Public) | |
| My commission expires: | |



Please read Privacy Act Statement and Agency Disclosure Notice prior to completing this form.

| APPLICATION FOR UNIFORMED SERVICES IDENTIFICATION CARD DEERS ENROLLMENT | | | | | | | | | | Form Approved OMB No. 0704-0020 Expires Jul 31, 2005 | | |
|--|--|---------|--------------------------------------|-------------------------------|---|--------------------------------------|---|--|------------------|--|-----------------------------|--|
| SECTION I SPONSOR INFORMATION | 1. NAME (Last, First, Middle) | | | 2. SEX | 3. SSN (or SW) | | 4. STATUS | | 5. BR OF SERVICE | | | |
| | 6. PAY GRADE | 7. RANK | 8. GEN. CAT | 9. TYPE OF CARD ISSUED | | 10. ID NO. | | 11. LAST UPDATE (YYYYMMDD) | | 12. V.I | | |
| | 13. CURRENT RESIDENCE ADDRESS | | | | | 14. SUPPLEMENTAL ADDRESS INFORMATION | | | | | | |
| | 15. CITY | | | 16. STATE | 17. ZIP CODE | | 18. COUNTRY | 19. UIC | | 20. HOME TELEPHONE NO. (Include Area Code) | | |
| | 21. DATE OF BIRTH (YYYYMMDD) | | 22. BLOOD TYPE | 23. COLOR EYES | 24. COLOR HAIR | 25. HEIGHT | 26. WEIGHT | | 27. MEDICARE | 28. MARITAL STATUS | | |
| | 29. ELIG ST/MC EFF DATE (YYYYMMDD) | | 30. CARD EX/ELIG END DATE (YYYYMMDD) | | 31. PRIVILEGES AUTHORIZED (Enter correct abbreviation AFTER privilege) Medical Civilian Medical Service Commissary Exchange Unlimited Exchange Limited Exchange Limited Morale, Welfare & Recreation | | | | | | 32. END ELIG REASON | |
| SECTION II PENDING INFORMATION | 33. NAME (Last, First, Middle) | | | 34. SEX | 35. RELATIONSHIP | | 36. SSN | | 37. ID NO. | | | |
| | 38. LAST UPDATE (YYYYMMDD) | | 39. V.I | 40. CURRENT RESIDENCE ADDRESS | | | | 41. SUPPLEMENTAL ADDRESS INFORMATION | | | | |
| | 42. CITY | | | 43. STATE | 44. ZIP CODE | | 45. COUNTRY | 46. HOME TELEPHONE NO. (Include Area Code) | | 47. DATE OF BIRTH (YYYYMMDD) | | |
| | 48. MB | 49. STU | 50. INCAP | 51. MEDICARE | 52. COLOR EYES | 53. COLOR HAIR | 54. HEIGHT | 55. WEIGHT | | 56. MARITAL STATUS DATE (YYYYMMDD) | | |
| | 57. ELIG ST/MC EFF DATE (YYYYMMDD) | | 58. CARD EX/ELIG END DATE (YYYYMMDD) | | 59. PRIVILEGES AUTHORIZED (Enter correct abbreviation AFTER privilege) Medical Civilian Medical Service Commissary Exchange Unlimited Exchange Limited Exchange Limited Morale, Welfare & Recreation | | | | | | 60. END ELIG REASON | |
| | 61. NAME (Last, First, Middle) | | | 62. SEX | 63. RELATIONSHIP | | 64. SSN | | 65. ID NO. | | | |
| SECTION III SPONSOR DECLARATION AND REMARKS | 66. LAST UPDATE (YYYYMMDD) | | 67. V.I | 68. CURRENT RESIDENCE ADDRESS | | | | 69. SUPPLEMENTAL ADDRESS INFORMATION | | | | |
| | 70. CITY | | | 71. STATE | 72. ZIP CODE | | 73. COUNTRY | 74. HOME TELEPHONE NO. (Include Area Code) | | 75. DATE OF BIRTH (YYYYMMDD) | | |
| | 76. MB | 77. STU | 78. INCAP | 79. MEDICARE | 80. COLOR EYES | 81. COLOR HAIR | 82. HEIGHT | 83. WEIGHT | | 84. MARITAL STATUS DATE (YYYYMMDD) | | |
| | 85. ELIG ST/MC EFF DATE (YYYYMMDD) | | 86. CARD EX/ELIG END DATE (YYYYMMDD) | | 87. PRIVILEGES AUTHORIZED (Enter correct abbreviation AFTER privilege) Medical Civilian Medical Service Commissary Exchange Unlimited Exchange Limited Exchange Limited Morale, Welfare & Recreation | | | | | | 88. END ELIG REASON | |
| | 89. REMARKS (Cite legal documentation, as applicable.) | | | | | | | | | | NOTARY SIGNATURE AND SEAL | |
| | <p>I have read and understand the "Conditions Applicable to Sponsor or Applicant" printed in Section VIII. I certify the information provided in connection with the eligibility requirements of this form is true and accurate to the best of my knowledge. (If not signed in the presence of the verifying official, the signature must be notarized.)</p> | | | | | | | | | | | |
| SECTION IV VERIFIED BY | 90. SIGNATURE | | | | | | 91. DATE SIGNED (YYYYMMDD) | | | | | |
| | 92. TYPED NAME (Last, First, Middle) | | | 93. PAY GRADE | | 94. UNIT/COMMAND NAME | | | | | | |
| | 95. TITLE | | | 96. UIC | 97. DUTY PHONE NO. | | 98. UNIT/COMMAND ADDRESS (Street, City, State, ZIP Code) | | | | | |
| SECTION V ISSUED BY | 99. SIGNATURE | | | | | | 100. DATE VERIFIED (YYYYMMDD) | | | | | |
| | 101. TYPED NAME (Last, First, Middle) | | | 102. PAY GRADE | | 103. UNIT/COMMAND NAME | | | | | | |
| | 104. TITLE | | | 105. UIC | 106. DUTY PHONE NO. | | 107. UNIT/COMMAND ADDRESS (Street, City, State, ZIP Code) | | | | | |
| SECTION VI RECEIPT | 108. SIGNATURE | | | | | | 109. DATE ISSUED (YYYYMMDD) | | | | | |
| | RECEIPT OF NEW CARD IS ACKNOWLEDGED | | | | | | | | | | 111. DATE ISSUED (YYYYMMDD) | |



The public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0020), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THIS ADDRESS.
RETURN COMPLETED FORM TO THE UNIFORMED SERVICE ID CARD ISSUING FACILITY.**

SECTION VII - PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. sections 1061 - 1065, 1072 - 1074, 1074a - 1074c, 1076, 1076a, 1077, 1095(k)(2), E.O. 9397.

PRINCIPAL PURPOSE(S): To apply for the Uniformed Services Identification Card and/or DEERS Enrollment.

ROUTINE USE(S): To appropriate business entities, individual providers of care, and others, on matters relating to claims adjudication, program abuse, utilization review, professional quality assurance, medical peer review, program integrity, third party liability, coordination of benefits, and civil and criminal litigation.

To the Department of Health and Human Services, the Department of Veterans Affairs, the Social Security Administration, and to other Federal, state, and local government agencies to identify individuals having benefit eligibility in another plan or program.

Applicant information is subject to computer matching within the Department of Defense or with other Federal or non-Federal agencies. Matching programs are conducted to assure that an individual eligible under a Federal program is not improperly receiving duplicate benefits from another program. A beneficiary or former beneficiary who has applied for privileges of a Federal Benefit Program and has received concurrent assistance under another plan will be subject to adjustment or recovery of any improper payments made or delinquent debts owed.

DISCLOSURE: Voluntary; however, failure to provide information may result in denial of a Uniformed Services Identification Card and/or non-enrollment in the Defense Enrollment Eligibility Reporting System. Failure to provide a beneficiary's Social Security Number renders that beneficiary ineligible for health care services in Military Treatment Facilities. However, emergency health care services will be provided to the extent furnished members of the general public.

SECTION VIII - CONDITIONS APPLICABLE TO SPONSOR OR APPLICANT

I understand that the actions of the recipient(s) of the "Uniformed Services Identification Card" issued as a result of this application are my responsibility insofar as proper use of the card for benefits and privileges authorized; i.e., medical and dental care, exchange, commissary, and morale, welfare, and recreation programs. I will cause the recipient to surrender the card immediately upon call to do so or when appropriate under applicable regulations, and will notify an agency designated to grant authorization for privileges and facilities in event of any change in status affecting a recipient's eligibility therefor.

I am aware that medical care furnished in uniformed services facilities is subject to availability of space, facilities, and the capabilities of the medical staff to provide such care. Determinations made by the medical officer or contract surgeon, or his/her designee, as to

availability of space, facilities, and the capabilities of the medical staff shall be conclusive.

Reimbursement shall be required for any unauthorized medical and dental care furnished at government expense. Copies of regulations concerning eligibility requirements are available in the Service Personnel Offices.

By signing this document, the sponsor or applicant certifies that he/she is aware that eligibility for benefits under the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) terminates for all beneficiaries, except spouses and children of active duty members, and certain disabled beneficiaries under 65, when the beneficiary becomes eligible for Medicare Part A, Hospital Insurance, through the Social Security Administration.

**PENALTY FOR PRESENTING FALSE CLAIMS OR MAKING FALSE STATEMENTS
IN CONNECTION WITH CLAIMS: FINE OF UP TO \$10,000 OR
IMPRISONMENT FOR UP TO FIVE YEARS OR BOTH.**

(ACT June 25, 1948, 18 U.S. Code 287, 1001)



Child Care

Resource and Referral Child Care Options. All families requiring information and referral on children ages 4 weeks through 19 years, full day/part day programs, hourly, before and after school and extended programs should contact the nearest Child and Youth Central Registration Office on Schofield Barracks or Aliamanu Reserve (AMR).

Child and Youth Services (CYS) can assist families with children that have special needs. However, no child can be placed until the Special Needs Specialist has determined whether the child needs to go through a Special Needs Resource Team (SNRT).

Childcare fees are based on total family income, however; CDS provides a 15% reduction for siblings in the same program. For more specific information call Central Registration.

Aliamanu Military Reservation (AMR) offers a play-school program for children age 3-5 and a free "Playmorning" activities program. "Playmorning" is a mobile program set up at various community centers in army housing areas to provide time for parents and young children to get together, share ideas, and learn through play.

Exceptional Family Member Program (EFMP) This is a program for children with special needs. Sponsors that have children with special needs must be enrolled in the Exceptional Family Member Program.

Child Care for families of deployed soldiers.

We STRONGLY recommend that all families of deployed soldiers register for childcare. In the event of an emergency you'll have qualified childcare providers to help take care of your children. Family Child Care (FCC) providers are available for care 24/7.

Registering at Child and Youth Services.

When registering your child(ren) for child care, activities or sports on post, bring the following items:

- ◆ Birth Certificate
- ◆ Official Shot Record (with negative TB Tine Test within the current year)
- ◆ Names, phone numbers, and addresses of two emergency designees other than parents/guardians of the child. (You will need to add one more within 30 days of registration.)
- ◆ Dual/Single military are also required to provide a copy of a Family Care Plan.
- ◆ Non-refundable, annual registration fee of \$15 for one child or \$25 for family of two or more children.
- ◆ LES and/or pay stub for fee assessment into Part, Full Day, or After School programs.
- ◆ For Childcare: Current Health Assessment (DA Form 5223-R) completed and signed by physician

and sponsor. Due within 30 days of registration.

- ◆ For Sports or Activities: School physical and DA Form 5223-R.

Central Registration...

now requires APPOINTMENTS if you go between 2:00 pm and 5:30 pm



Walk-in's are accepted 8:00 am to 2:00 pm

For an appointment: Call several days in advance to Central Registration:

AMR— 833-5102

SB—655-5314



10-Hour Limit.

There is a 10-hour childcare limit in effect on military bases on Oahu to protect children from being in an unregulated and possibly unsafe childcare setting on a continual basis.

Any family member living in government quarters providing childcare for more than 10 childcare hours per week on a regular basis MUST be certified as a Family Childcare Provider. A "childcare hour" is defined as one child for ten hours per week or two children for five hours each per week, and so forth. Children from the same family count as one child.



Name : Central Registration
Address : Bldg 2091
City : Schofield Barracks
Phone : (808) 655-5314

Central Registration is now located with ACS in Building #2091. Across the street from Richardson Pool.

Name : Aliamanu Child Development Center
Address : Bldg 1783
City : Aliamanu Military Reservation
Phone : (808) 833-5102

- Provides full-day, part-day, and hourly care for children six weeks to five years of age.

Home Alone Policy. Individuals will not leave children under 10 years of age unattended in family quarters, motor vehicles, public transportation bus stops, playgrounds, parks or recreation areas, or any other place on post, under any circumstances.



S.I.T.E.S. Installation Database

IMPORTANT!!

Name : Ft. Shafter Child Development Center
Address : Bldg 900
City : Fort Shafter
Phone : (808) 438-2871

- Provides full-day care for children six weeks to five years of age.
- Part-day preschool, toddler and hourly programs are available at the Keiki Complex.

Curfew. Children under 16 years of age will not, except in case of necessity, go or remain on any Army installation street, highway, public place, or private place held open to public between the hours of 10:00 P.M. to 4:00 A.M. unless accompanied by either a parent or guardian. Parents or guardians are responsible to ensure that children under their control or supervision abide by these curfew restrictions.



S.I.T.E.S. Installation Database

Name : Helemano Child Development Center
Address : Bldg 30
City : Helemano Military Reservation
Phone : (808) 653-0724

- Provides full-day care.
- Headstart is available for children younger than pre-school age.

Childcare during In-Processing. Child and Youth Services (CYS) offers free childcare for single or dual military sponsors during in-processing. It's on a space available basis so the child might be placed in Helemano, Schofield Barracks, or Peterson. The opportunity exists for up to 40 hours or five days of care...for FREE. For more information contact the Central Registration, 655-5314.



Name : Petersen Child Development Complex
Address : Bldg 791
City : Schofield Barracks
Phone : (808) 655-4706

- Provides full-day, part-day, and hourly care.
- Provides part-day preschool and toddler age programs.
- Part-day preschool, toddler and hourly program are available.

Childcare during medical appointments. Childcare is FREE for same day appointments (Schofield Barracks Clinic only). Children must be registered, parents must attend an orientation, but the registration fee is waived if the patron only uses House of Blossoms care. For more information contact the Central Registration, 655-5314.



Name : Schofield Barracks Child Development Center
Address : Bldg 9098
City : Schofield Barracks
Phone : (808) 655-7106

- Provides full-day care for children six weeks to five years of age.

Head Start is a federally funded part-day and extended-day program for pre-school age children with an emphasis on language development. The program is free to qualifying families. For Wahiawa area call, 622-9806





Mail to Known Service Member

At the time of deployment ZIP Codes will have been selected, and disseminated to family and friends of mission personnel. Inquiries on unit numbers and their assigned ZIP Codes should be addressed to the respective service headquarters.

Family members and friends who wish to correspond with known Army service members may send mail based on geographic assignment.

Address format for Army Personnel:

Rank/Name
Unit of Assignment
Operation _____
APO XX 0XXXX



ZIP Code Examples for Operation Joint Forge:

- 09779 = Zagreb, Croatia
- 09780 = Sarajevo, Bosnia-Herzegovina
- 09781 = Split and Ploche, Croatia
- 09789 = Army in U.S. Sector of Bosnia
- 09793 = Army in Hungary

Example for soldiers deployed to Bosnia:

SGT John Doe, (SSN) XXX-XX-XXXX
X Co., 1-14 IN, 2nd BDE, 25th ID(L) (FWD)
Base Camp
Operation Joint Forge
APO AE 09789

Hotline: A toll free hotline will most likely be established at MPSA to assist mailers in verifying active ZIP Codes in support of operations overseas.

The number is **1-800-810-6098**. The phone is manned on weekdays from 0800-1600 hours (Eastern Standard Time).

Free Mail: Free mail is outgoing personal correspondence to include audio and video recordings that weigh 13 ounces or less, mailed postage free by service mem-

bers from a designated area. Just put MPS where the stamp should go. Family members writing to soldiers will still have to use postage.

Customs: Mail going to deployed service members through the Military Postal System are subject to the same restrictions as the international system. Consult your local post office for a current list of restrictions for mailing to the deployed unit's ZIP code.

Mail Transit Times: Under normal conditions, letters and packages sent from the continental United States to overseas can be expected to arrive between 8 to 10 days.

For more information about the Military Postal Service go to: <http://hqdainet.army.mil/mpsa/main.htm>

DeploymentLINK

Message from the Special Assistant

Sending mail between the European and Pacific theaters just got easier. The Military Postal Service Agency is allowing free mail service between installations in Europe and the Pacific.

A service member stationed overseas has been able to send mail for free to another post within the same theater by writing the letters "MPS," for military postal service, in the corner where a stamp would normally go. Now, the same procedure can be used for sending mail between the Pacific and European region as well.

The free service applies to packages up to 70 pounds, but does not include mass mailings such as change-of-station mailings. Regional commanders can also restrict the service as necessary if there is abuse of the system or they feel it is overworking their postal or transportation resources.

The postal rate for mail sent between overseas installations and the United States remains the same as postal rates within the United States. The military pays for deliveries until they enter a gateway post office, such as New York, San Francisco or Miami. From those gateways the mail enters the U.S. postal system.

This service is brought to you by the Office of the Special Assistant to the Under Secretary of Defense (Personnel and Readiness) for Gulf War Illnesses, Medical Readiness and Military Deployments in cooperation with the Defense Technical Information Center.



EMERGENCY TIP

In moments of crisis we tend to forget important things...your children might too.

Tape your name and address on or near the phone. Also include the numbers of emergency contacts such as 911, a close friend, the unit, and your FRG representatives. Discuss this list with your children. That way, if there's an emergency the children will know who to call.



When the Media Calls.

Families of deployed soldiers may find themselves approached by the news media for interviews. Here are some tips about coping with the media.

Know your rights.

- It is your choice whether or not you speak to reporters and it is your right to stop speaking at any time.
- A Public Affairs representative must accompany media persons on post.

Know the role and purpose of the media.

- They are doing a job vital to democracy.
- Understand they are not trying to harass you when they call you at home or stop you at the supermarket to ask for an interview. However, it is harassment if they persist after you have told them "no."

Know who will hear you.

- Family members can give useful information to our enemies if not careful and thanks, in part, to technology the enemy can have immediate access to what you've said.
- Your enthusiasm about your spouse's mission can build morale and show American resolve.

Know your limits.

- Don't speculate. Give correct information or simply say, "I don't know."
- Keep vital information shared by your spouse to yourself.
- If you are unsure about what you can or should not repeat to the media **don't say anything at all...** or contact a PAO representative for further guidance.





Emotional Stages of Deployment for the One Left Behind

Despite the many who might claim otherwise, the military spouse leads a different life than most. This becomes most evident when your family prepares for a deployment. A deployment can be a frightening and emotional, yet liberating time for the spouse left behind. Sound strange? Well, read on.

PRE-DEPLOYMENT

Anticipation of Loss. You know the deployment is coming and you want to protest against it...loud and clear. You're already anticipating the loss of your spouse. You're anxious and worried about his/her safety, the enormous amount of responsibility that you'll have to shoulder when they're gone, and about all the things that are out of your control. You're moody and depressed, and this causes friction between you. You're at each other's throats, arguing and picking at each other over stupid things when you know in your heart that you should be cherishing each and every day left together. To top it all off, your spouse is probably working late to help prepare the unit for departure...something that's probably making you angry...after all they'll be leaving soon and you want all the time you can have to spend with your spouse before they leave.

Detachment and Withdrawal. As the deployment date gets closer, all those feelings you've been experiencing over the past weeks rise to a peak. You know there are a million and one final things to do before your spouse deploys, but you can't seem to find the time or energy to do them. You're starting to wonder if you'll be able to do all of things that you know will become your responsibility when your spouse leaves. You may start feeling unsafe. You might have trouble sleeping and sounds in your house and neighborhood that you've heard over and over again and know to be normal begin to sound threatening.

All the arguing has taken its toll...on your nerves and on your level of intimacy. You appear to have lost all interest in physical contact with your spouse and have more interest in actually sleeping between the sheets than anything else. Sleeping is a protective gesture...you temporarily make the situation go away so you don't have to think about it. You also distance yourself from your spouse without consciously knowing it...this is also a protective gesture...if you're not too emotionally close it won't hurt so much when they leave.

What can we do? We all want the final weeks before

a deployment to be perfect, but life just isn't normally that easy. However, the closer you come to understanding each stage of separation and its inevitable side effects, the closer you can come to changing certain aspects of it or how you react to it. Reach out for the support of friends, family, your unit chaplain, or counseling agencies.

DEPLOYMENT

Emotional Fluctuation. After your spouse leaves and all the initial tears have been shed, you wake up...to a house that's all yours. You can stay up all night and watch your favorite TV stations or read, eat junk food in bed, or whatever you want to do because your spouse isn't there to complain. It's almost like a vacation. There are no uniforms to wash, no entertaining, and no work-related phone calls in the middle of the night. Even the children get into the act. The house rules might be "waived" for a time. Things they might not normally be allowed to do like stay up late are okay now because of the special circumstances.

The first few weeks have flown by and all of that time you thought you would be crying you were actually having a good time...doing nothing. Then you start noticing things around you...like the un-mowed lawn, the pile of clothes in the hamper, the refrigerator with only ice cream and diet cola inside, the stack of bills on the counter, the car that needs washed...the list goes on. Then guilt sets in. Here you are having a great time doing nothing while your spouse may be living in unfamiliar and uncomfortable surroundings and possibly in harm's way. You seem to have lost sight of your responsibilities here at home. You suddenly feel alone and angry with yourself that you've let this happen. So, you pick yourself up and get to work.

Recovery and Stabilization. At this stage you are in a relative state of calm and have all the confidence in the world that you can handle all the day-to-day things. You are now able to fix that broken dryer or vacuum cleaner, bake cookies for packages headed overseas, sew a costume for your children's school play, and maybe even help a friend or neighbor in your spare time. You make Martha Stewart look like she doesn't have a clue. This time is an opportunity that is truly a gift of the military lifestyle. During this time, you will discover your independence, your abilities, and your enduring strength. You'll discover that things you didn't think you could do are a piece of cake well...at least possible.

Anticipation of Homecoming. In the final weeks before the deployment comes to an end, you begin to consider the homecoming, feeling both anticipation and



anxiousness. You begin to form questions about what changes are in your future. You wonder if your newfound confidence and independence will vanish once your spouse steps through the front door.

You're very happy your spouse will be home soon, but you have a lot of concerns. Many spouses experience an incredible emotional and physical frenzy during this period. You clean like mad. You organize financial papers, get the budget back into shape...get yourself back in shape, and get every inch of the house cleaned and ready for the homecoming.

The final days before homecoming are full of phone calls to other spouses, to the FRG, and to the party stores. Decorations and signs are made and you are giddy with excitement and anticipation.

POST-DEPLOYMENT/HOMECOMING

Renegotiating the Marriage Contract. Finally, the day has arrived and your spouse is home safe and sound. Together you spend days unwinding and trying to catch up with what happened in each of your lives during the separation. You think that finally everything is back to normal, but it's not quite there yet.

Your spouse may have a tendency to sleep a lot, but you on the other hand have just awoken to the realization that changes will need to be made to the lifestyle you had just become used to, and they're not going to

be easy. You feel stifled, at first, over the loss of your independence, but the feeling will pass in time, with some adjustments.

What can we do? Communicate openly with your spouse about your needs and wants, and use any marital services available to you that can help you both reconnect after your time apart. In time, loving intimacy will return and you'll find a way to work together again as a team.

AFTER DEPLOYMENT

Reintegration and Stabilization. Breathe a sigh of relief -- stability has returned. By the time the first couple of months of post-deployment have passed, you and your spouse have hammered out the details of your marriage. You are used to having him or her home again and actually enjoy the fact that they still hog all the blankets in bed.

You feel a sense of relief knowing you are not solely responsible for the household chores anymore. Knowing you can fix the dryer by yourself is liberating, but not having to fix it is a whole other story. It is on one of those days that you glance at your spouse sitting beside you on the sofa watching the TV or reading the paper, and the deployment seems s a distant memory.

Adapted from Lifeline's: 7 Emotional Cycles of Deployment by Jennifer L. Hochlan

Preparing a Child for Separation

It is important that the entire family understands the uniqueness of the military parent's chosen profession and the necessity of individual and family commitment. Children need to understand that the service member has a "special" job and leaving home is sometimes necessary for this special work. Children going through deployment may experience many of the same effects as children of divorce. They worry about what will happen to them. They worry that the non-deployed parent will leave too. Who will take care of them? This is particularly true if the family has trouble with mail deliveries or pay allotments which is sometimes the case in early days of separation. Preparing a child emotionally prior to departure will help the child cope as the soldier leaves for deployment.

Make Sure Children Know They Are Loved

Whenever there is distress in a family, children assume responsibility for it. They may feel it's their fault that the parent is going away or feel that the parent doesn't love them any more. Providing consistent, loving assurance will help alleviate this. Express your love for the child and encourage them to do the same.

Be Truthful

Children are very perceptive! As soon as the service member starts planning and preparing for deployment, the child will catch on that something is up. Do not lie to your child in an attempt to shield him



or her from the truth or they may assume something worse. Talk to your child openly and honestly.

Share Feelings

Children often lack the vocabulary to share their feelings. It will help if parents talk about their own feelings which will help children communicate their feelings. Let your child know that even negative thoughts and feelings are OK and normal. Tell them you'll miss them and that you're afraid too, but that everything's going to be okay and you'll be home again soon. Let them know that being angry is okay, but that they shouldn't take it out on other people.

Explore the Destination

Using a map or globe to show your child where you are going and chart your route. Show them pictures of where you're going and talk about the weather conditions, local culture, or products from that region. Compare them to where the child lives.

Communicate with Teachers

If your child is school age, let the teacher know that you or your spouse will be deployed. It will enable them to understand and help your child during the difficult times ahead.

Design an Activity to Pass Time

With your child, design or create an activity to help mark time. For younger children, make a paper chain with a link for each day you will be gone that the child can use to measure time (the child will break a link each day). For an older child, choose a book that you both would enjoy and each read a pre-assigned passage everyday. Give them a photo of the deploying parent in plastic to carry with them...that way they can pull it out anytime they want.

Let Your Child Help You Pack

Letting your child help you pack will allow him or her to be more involved in the process and also allow them to "care" for you. If possible, let them decorate the inside of a notebook or other item that you'll use everyday. Not only will they have great fun, but you will enjoy their artwork in the days and months to come.



Reactions of Children

A deployment can be emotionally challenging for those left behind, especially children. Although children's reactions will vary with their personalities, ages, and coping skills, changes as dramatic as deployment will normally be puzzling to all children. Here are some signs to look for in your child's behavior that may indicate separation anxiety.

Children express their feelings in different ways, and their outward behavior is not always a good reflection of what's going on emotionally.

In Pre-School or Kindergarten Children

- Clinging to people or favorite toy or blanket
- Unexplained crying or tearfulness
- Choosing adults over same-age friends
- Increased acts of violence toward people or things
- Shrinking away from people or becoming very quiet
- Sleep difficulties (e.g., nightmares, frequent waking)
- Eating difficulties
- Fear of new people or situations



In School Aged Children

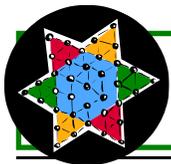
Any of the signs listed previously, plus:

- A rise in complaints about stomach aches, headaches, or other illnesses, when nothing physically seems to be wrong.
- More irritable or crabby.
- Increase in problems at school: drop in grades, unwillingness to go to school, odd complaints about school and/or teachers.
- Other changes in behavior.

In Adolescents

Any signs mentioned previously, plus:

- Acting out behaviors (getting into trouble at school, at home, or with the law).
- Low self-esteem and self-criticism (blaming themselves for a situation).
- Misdirected anger (lots of anger over small events).
- Sudden or unusual school problems.
- Loss of interest in usual habits or activities.



Activities to do to keep in touch...

Service Member. Activities to help maintain a connection with children do not have to originate from the home-front. There are many things the service member can do to help maintain a long-distance relationship. The following are ideas for the service member:

Write a Letter

Write each child individual letters. In the minds of children, there is no substitute for a letter addressed specifically to them.

Send Photographs

Send photographs of yourself in whatever location you are in. Children love to see pictures of loved ones in foreign places they can identify on a

map.

Send Audiotapes

Tapes can be used to send children messages or stories. For younger children, songs or bedtime stories are appreciated. For convenience, tapes can be recorded prior to departure.

Send Money

Send a dollar in the mail specifically for an ice-cream cone or a favorite comic book. The child will enjoy the individual attention and the fact that you were thinking of them.

Arrange Special Deliveries

Arrange for the delivery of flowers, pizza, balloon bouquet, etc. for your child's birthday, or after a play, recital or sports game.

Send Thank-You Notes

Be sure to acknowledge everything your child sends to you. Include your appreciation for household responsibilities he or she is completing in your absence.

For even more activities to do with your children visit the "Dad's at a Distance" website at:

<http://www.daads.com/>

The Dads at a Distance (DaaDs) website was designed to help fathers who have to be away from their children due to travel with their jobs or military service.

Children. Children's activities and schedules should remain the same as if the service member is home. They should be involved in quality organizations where there are good leaders and role models. Scouts and sports leagues help to channel some of their energy and also assist the stay-behind parent in sharing leadership responsibilities.

Assisting the child to remain emotionally connected to the deployed parent can be a rewarding

experience for the whole family. The following list includes tried and true activities to help kids maintain their connection with their geographically separated parent. Many activities can be used when the service member is gone for just a few weeks, or for a longer deployment.

Set Up a Communication Center

Hang a map on the wall with a corkboard for pictures. When the service member deploys use a marker to follow the route the car, plane, or ship



will make. Use the corkboard to post pictures, letters, and souvenirs.

Make a Family Pillow Case

Using a plain white pillow case, acrylic paint, glue gun, glitter etc., personalize a pillow case with hand prints, lip prints, footprints, paw prints etc. to send to the deployed parent. Be creative!

Write a Family Newsletter



Prepare a family newsletter outlining achievements, accomplishments, and activities. Use a lot of humor! Include the activities of the family pets and family friends.

Co-Author a Book

Using a spiral notebook, have the children write a paragraph or two about an imaginary character. Send the spiral to the service member and have them write another paragraph or chapter, and send it back. This can continue throughout the deployment and the end result will be a very unique story.

Make a Videotape

With some instruction and assistance, let the children use a video camera to make a tape. They can act out a play or mystery, or just tape regular daily activities or routines. Sports events are fun to tape too!

Make an Audiotape

Children can read a book or an article from a magazine that they think their parent will enjoy. Younger children can sing songs and recite nursery rhymes.

Make a Scrapbook

Children love pictures of themselves and a deployed parent will love receiving them!

Prepare a Photo Album.

Make a photo album containing pictures of the deployed parent. Younger children will enjoy kissing "daddy" or "mommy" goodnight each night.

Send a Care Package.

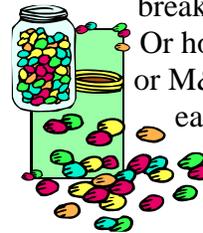
Children will enjoy baking favorite cookies and treats to send to their parent. Packages can also include pictures, cards, or hand made presents.



Measure Time

Think of creative activities that will help children mark time. Marking off days on the calendar is fun, but making a paper chain and then getting to break one link each day is even better.

Or how about using a jar of jelly beans or M&Ms. Each day the child gets to eat one treat representing one more day closer. There are many ways to help mark time...be creative.



Military Postal Service. As an extension of the United States Postal Service, the Military Postal Service provides Department of Defense personnel, their family members and other authorized users mail services around the world. Our customers receive basically the same level of service as though they were at home in the United States. Differences are based on the country in which they are stationed and the type of military operation in which they are involved.

This is accomplished through partnerships with several other agencies. To move military mail the services of the United States Postal Service, US Transportation Command, Military Sealift Command, Air Mobility Command and Military Transportation Command play vital roles.

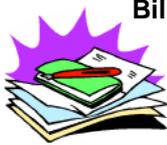
We move our mail on commercial and military aircraft and commercial sealift vessels, to over one million customers located in over 160 countries and aboard Navy and Coast Guard ships.

The Military Postal Service Agency was created to link all the partners together with a common goal - postal service to our personnel around the world. <http://hqdainet.army.mil/mpsa/main.htm>



FINANCIAL ISSUES.

You should discuss financial issues with your spouse or family members before the deployment. Develop a budget and discuss how each member of the family will access money when needed. Establish any necessary allotments. Talk about health and life insurance and arrange for paying your bills or taxes, if needed.



Bills - Service members are still responsible for their household expenses/bills while they are deployed. These

expenses could include rent, mortgage payments, car payments, credit cards, etc. Before deploying you should ensure that you have made arrangements for these payments to be taken care of. You may wish to appoint your spouse or family member with Power of Attorney, so that they can handle your finances while you are deployed.

Direct Deposit – Direct deposit is the fastest and most convenient way to receive your pay while you are deployed. By



utilizing direct deposit your pay will be automatically credited to your checking or savings account. For more information check with your bank or credit union.

Income Tax – If you will be deployed when your taxes are due, decide in advance how income taxes will be filed and who will do it. You may wish to file for an extension through the Internal Revenue Service by filing Form 2350: *Application for Extension of Time to File U.S. Income Tax Return*.



Don't Write Bad Checks! People who are desperate are often tempted to write bad checks. If you are faced with the prospect of no food or the electricity being cut off, writing a bad check may seem like a reasonable solution. *It isn't*. In every state, writing bad checks is a crime. Seek help! AER (655-2400) provides financial services. ACS (655-2400) offers services designed to promote financial stability, or contact the Department of Human Services (DHS) for assistance, Honolulu 586-8047 or Waipahu 629-7171.

Are you financially prepared?

If you want to ensure that your family is financially prepared for the upcoming deployment review the Financial Checklist in this section, then go over the LES, and fill out the budget and information sheets. Doing this may help you to identify areas that you need more information on or that you need to address with your spouse before the deployment.

Checking Remember to keep a good credit rating by paying your bills on time. You should not count on your spouse sending you money by mail, it is slow and very uncertain.



You should be aware of some of the options of a checking account. Direct Deposit is the easiest, fastest, and safest method of receiving your pay. You must have a joint checking account to use it, or a Power-of-Attorney that your bank approves before your spouse deploys. If you do not have a joint checking account, then your spouse may have an allotment made out to you. This guarantees that you will receive a certain amount of money based on your spouses request.

Credit Cards Keep the use of credit cards to a minimum. They can give you a false sense of wealth.



Financial Aid to families with Dependent Children is a program designed to assist families where the father cannot support the family either because of absence or disability. The program is different in each state, and the applicant must be a resident of the state in which he/she is applying. Mothers who have remarried and whose spouses have not legally claimed the children as dependents may be eligible for the program. Applications are available at Social Services.

Department of Human Services (DHS) This is a community resource for low-income individuals and families. This organization determines eligibility for financial assistance, medical assistance, and food stamps. There is no fee for this service. Call for an appointment. West Honolulu: 586-8047 or 586-8048. Waipahu: 629-7171.

WIC Women, Infant, and Children (WIC) is a program designed as a nutrition education program for pregnant women, breast feeding mothers, infants, and children under five years of age. A WIC examination is needed for a child to participate in the program. The program



provides coupons to purchase dairy products, formula, juices, cereal, peanut butter, eggs, etc.

WIC Services Branch
Department of Health
235 South Beretania Street, Suite 701
Honolulu, HI 96813
Telephone: (808) 586-8175
Toll-free in-state: 1-(888)-820-6425
email: fnnakamo@mail.health.state.hi.us

The Food Stamp Program is a Federal program based upon economic need. In FY 2001 this program put food on the table for 7.3 million households each day. The Food Stamp Program allows low-income families to obtain enough food to provide a nutritional diet. Any family with a low or temporarily reduced monthly income may qualify for the Food Stamp Program. You may be able to get food stamps if you:

- work for low wages,
- are unemployed or work part time,
- receive welfare or other public assistance payments,
- are elderly or disabled and live on a small income, or
- are homeless.

Hawaii's Food Stamp Hotline: (808) 586-5230 or call the USDA at (800)-221-5689.

For some great information on food stamps to include how to apply and what the eligibility requirements are go to the U.S. Department of Agriculture's Food Stamp Program webpage on-line at <http://www.fns.usda.gov/fsp/>



Savings Bonds. The savings bond system allows *ACTIVE DUTY MEMBERS* for all branches of military service to request bonds they have purchased through allotment deductions to be kept in safekeeping. These bonds are held until the member requests the bonds to be mailed to a current mailing address.

Requests must contain the members name, Social Security Number, a valid mailing address, and the bonds they want mailed. Thirty days must be allowed before a member can claim non-receipt of a bond.

The members **signed** request may be submitted in writing or by fax to:

DFAS-IN
ATTN: FDBE/BSK
8899 E. 56TH ST.
INDIANAPOLIS, IN 46249
FAX: 317-510-4339 OR DSN 699-4339
PHONE: 317-510-0586 OR DSN 699-0586

Electronic Benefit Transfer (EBT)

As of June 2001, forty-two states (including Hawaii) have operational food stamp EBT systems.

EBT is an electronic system that allows the food stamp recipient to authorize a transfer from their account to a retailer to pay for goods received...similar to a debit card.

In the past, families participating in the Food Stamp Program had to use coupons to pay for items that fit the program's closely regulated criteria. These coupons were often lost, stolen, and on occasion even sold. In the early days these coupons weren't accepted everywhere and could be embarrassing for those who used them. Well, things are changing.

Currently, you still need to apply for food stamps by filling out the necessary forms at the Food Stamp office; however, there are plans in the not so distant future to allow initial applications on-line.

After it is determined that you are eligible you will be issued a card with a PIN number. This method enables the stores you frequent to process the food stamps quickly. It also greatly reduces potential fraud or loss of paper food stamps, and it allows the family a bit more privacy.



Army Community Service

(ACS) can help active duty personnel and their family members by teaching them how to manage their finances and how to budget. They can also help with food stamp applications and they have classes on a variety of subjects to include check writing classes. They can also help with emergency food assistance and the Christmas Dinner Program. ACS is located in Building # 2091 on Schofield. For more information or assistance call 655-2400.



Army Emergency Relief (AER)

can assist active duty personnel who are experiencing emergency financial problems. Emergencies might include a "No-Pay Due" LES, payment of rent to prevent eviction, emergency medical and dental care, or a purchase of basic items that are essential to health and welfare. This assistance is normally in the form of an interest free loan. To apply, go to the Financial Readiness Office (AER) in Building #2091 on Schofield or call 655-2400.



INTERACTIVE VOICE RESPONSE SYSTEM (IVRS)

DSN: 699-0665
COMM: 1-888-Pay Army
(1-888-729-2769)

MILITARY PAY INQUIRY LINE



What is the Interactive Voice Response System (IVRS)?

The Defense Finance and Accounting Service - Indianapolis Center developed a new feature for active duty Army Personnel to obtain current pay information by using a Personal Identification Number (PIN). All you need is your PIN and Social Security Number (SSN) and a touch tone telephone to access your latest pay information.

How does it work?

You can call DSN or commercial. You will be asked questions to determine the appropriate routing of inquiries. You will be asked for your SSN and PIN. If you do not have a PIN, the system will authenticate the person calling by asking responses to questions on pay related data items. You will be issued a customized PIN to be used each time the system is accessed. Once the PIN is activated you will be able to access the following information:

- Net Pay/Direct Deposit Information
- Allotment Information
- Tax Information
- Bond Information

- Leave Balance Information

PIN Security

if your PIN is compromised, lost, stolen, forgotten or help is needed in using IVRS, please speak directly to a Customer Service Representative.

Other Services

This system also provides generic information on the following most frequently inquired on areas:

- Non-Receipt of allotments
- Information on bonds in safe keeping
- Reporting procedures of lost or stolen bonds
- Inquiries regarding estimated earnings for purposes of civilian retirement
- Direct Access to a bond technician

REMINDER - OTHER INQUIRIES RELATING TO A SERVICE MEMBER'S PAY ACCOUNT SHOULD BE MADE TO YOUR SERVICING FINANCE OFFICE.

Global Commands

To better move around in the automated system, you can use the following global commands at any time....

- Press 7 to hear the last message repeated
- Press 8 to exit the system
- Press 9 to return to the main/previous menu

ACTIVE DUTY QUICK KEY ACCESS

Press the following numbers on the touch tone keypad of your telephone and receive access to the information noted:

Press 1: Net Pay/Direct Deposit—Hear current pay information and financial institution where deposited.

Press 2: Allotments and Bonds—Hear list of current allotment and bond information, start, end, amount, type and where allotment is sent or deposited.

Press 3: W-2 and Tax Information—Obtain federal and state, and year-to-date wage information, W-2, and tax information. Note: Active Duty soldiers are required to contact their servicing finance office for reissue and corrected W-2s.

Press 4: Leave information- Provides you with the current month's leave balance and the most recently processed leave data on your account.

Press 5: Garnishment Information—Hear total debt and amount collected to date on due obligations.

Press 6: Official Symbol and Address—(Air Force Only)

For more information on this and other pay related topics go to: <http://www.dfas.mil/>

Army Finance:

125th Financial Battalion, Bldg. 680
Phone: 655-9094
Monday—Wednesday 9:30 am —4:00 pm
Thursday—CLOSED
Friday 9:30 am —4:00 pm

Emergency Contact Numbers: Direct after duty hours emergency finance problems to the 125th Fi-

nance BN SDNCO at 655-2460. *On Thursdays during the duty day, the emergency phone number is 342-7207.* They can help you with the following: **For more information visit the following websites:**

- *The Defense Finance and Accounting Service website at <<<http://www.dfas.mil/>>>*
- *The Office of the Secretary of Defense website at <<<http://militarypay.dtic.mil/>>>*





Financial Readiness Checklist

Do you and your spouse have a joint checking account? Yes No

If yes:

Bank Name? _____

Account number? _____

Bank phone number? _____

Bank address? _____

Do you know where the checkbook and ATM cards (to include the PIN) are located and do you have access to them? Yes No Location: _____

If no:

Will you be receiving an allotment? Yes No

Will this allotment provide enough money to maintain your entire household during the deployment? Yes No

Do you know whom to contact if your allotment doesn't arrive? Yes No

Do you understand that only the sponsor can make changes to allotments...including address changes? Yes No

If you're not receiving an allotment what provisions have been made so that money is made _____ available for the family on a continuing basis during this deployment? _____

Do you have Direct Deposit? Yes No

If yes:

Do you know how to read the Military Leave and Earnings Statement (LES) so that you know how much will be deposited to your account? Yes No If not, review the LES article in this section.

Do you have an LES for each of the last three months? Yes No

Do you know when the Direct Deposits are made? Yes No

If not, you need to ask your spouse, but it should be either the 1st day of the month or the 1st day of the month and mid-month.

If no:

Do you have a Power-of-Attorney so you can receive and deposit checks in your spouse's absence? Yes No



Will your bank accept that Power-of-Attorney? Yes No

Do you know how to manage your checking account and checkbook? Yes No

Do you know how deposits are made? Yes No

Do you know how to write checks? Yes No

Do you know how to read your bank statement? Yes No

Do you know how to balance the checkbook? Yes No

Do you have duplicate checks? Yes No If not, do you know where your cancelled checks are located? Yes No

Do you know what bills are due and when to pay them? Yes No

Do you understand what service charges are and how to deduct them? Yes No

Do you know how to order new checks if you need them? Yes No

Do you know how to deduct ATM withdrawals? Yes No

Do you know how to deduct bank fees, charges for new checks, etc.? Yes No

Other financial considerations:

Do you have copies of any installation contracts or loan papers? Yes No

Will the house or car lease expire while your spouse is deployed? Yes No

Have you filed your taxes? Yes No

If yes,

Do you know what date so you can estimate the time of any refund? Yes No

Do you know where the copies of your Tax Returns are located? Yes No

If no,

Do you know where the current withholding forms and receipts are located?

Yes No

Do you know who normally prepares your taxes? Yes No

Financial Institutions:

Do you know about all of the different financial institutions that your family has accounts with, what those account numbers are and how they function? Yes No

Do you know the names, phone numbers, and addresses for all of those institutions?

Yes No

Do you have a savings account and do you know where the savings book is located?

Yes No



Spending while deployed.

There are four (4) ways a service member can purchase items while deployed: Check, Money Order, Credit Card, or Eagle Card.

Check. You can only write a check to a max of \$350 per day, up to \$700 a month.

Be prepared. With checks you run the risk of accidentally overdrawing your checking if your spouse is using the same account. If you do you will:

- Be put on Bad Check List
- Lose Check Cashing Privileges, and
- You will be charged under UCMJ Article 123

“Making, drawing, or uttering check, draft, or order without sufficient funds”

Money Order. You can draw a \$100 (maximum) casual pay per month, which can be used to purchase a money order or put against the Eagle Card.

Credit Card. Self-explanatory.

Spending Card Issued Through Finance. This may be the preferred method for spending while you’re deployed depending on the situation and location you are deployed to. You can put funds on the card through finance using cash, check or casual pay and then you can use it like a debit card. You can use it at places like AAFES, the concessionaires, and even the food courts. Funds can be recouped if you lose the card.

Financial Institutions

| <i>Name & Address of Institution</i> | <i>Type of Account</i> | <i>Account Number</i> | <i>Phone Number</i> |
|--|---|-----------------------|---------------------|
| | Checking Savings IRA Other _____ | | |

Note: The “Other” category could include stocks, bonds, safe-deposit box, Certificates of Deposit, etc.

Do you have a safe-deposit box, do you know where the box is located, and do you know where the key is kept? Yes No

Credit Cards:

Are all of your credit cards accounted for, do you have the card numbers logged and kept in a safe place? Yes No



Consider using the following table to record your credit card information. If your spouse is taking any cards with them when they deploy annotate that information as well.

| Credit Cards | | | | |
|---------------|--|----------------|------------|----------|
| Institution | Type of Account | Account Number | Amount Due | Due Date |
| 1st Card: | Visa Master Card Store Charge Other _____ | | | |
| Address: | | | | |
| Phone Number: | | | | |
| 2nd Card: | Visa Master Card Store Charge Other _____ | | | |
| Address: | | | | |
| Phone Number: | | | | |
| 3rd Card: | Visa Master Card Store Charge Other _____ | | | |
| Address: | | | | |
| Phone Number: | | | | |
| 4th Card: | Visa Master Card Store Charge Other _____ | | | |
| Address: | | | | |
| Phone Number: | | | | |
| 5th Card: | Visa Master Card Store Charge Other _____ | | | |
| Address: | | | | |
| Phone Number: | | | | |

Total Amount Due for Credit Cards

Note: Take the "Total Amount Due for Credit Cards" and enter the figure under the heading EXPENSES—VARIABLE Credit Cards on the **Family Budget** worksheet that follows on page 60.



Loan Institutions

| Institution | Account Number | Amount Due | Due Date |
|---------------|----------------|------------|----------|
| Loan Company: | | | |
| Address: | | | |
| Phone Number: | | | |
| Loan Company: | | | |
| Address: | | | |
| Phone Number: | | | |
| Loan Company: | | | |
| Address: | | | |
| Phone Number: | | | |

Total Amount Due for Loans

Note: Take the "Total Amount Due for Loans" and enter the figure under the heading **EXPENSES—FIXED Loans** on the **Family Budget** worksheet that follows on page 60.



Pay entitlements. This section will provide an overview of pay entitlements for soldiers deployed to hostile or hardship duty pay locations as outlined by the 125th Finance Battalion. **This is ONLY an example...official information and/or pay charts will be provided prior to deployment.**



Per Diem (TDY Status)

- A contingency operation entitling soldiers to per diem
- Service members are deployed under either Temporary Change of Station (TCS) or Group Travel Orders (Unit Movement Orders)
- \$3.50 per day/\$105 per month. For SFOR, \$80 accrued per diem is paid and reflected on the LES and the balance of \$25 per month is paid upon travel settlement.
- Soldiers do not receive per diem during rest and recreation leaves

Family Separation Allowance (FSA-II).

- Payable to soldiers with dependents who are deployed for more than 30 days
- Entitlement stops if soldier returns to PDS for more than 30 days during the TDY period
- Married service members with no dependents are entitled to FSA if residing together before being separated (only one member is entitled if both deployed and in different locations)
- Payable at \$100 per month (\$3.33 per day) and begins the day of departure from home station and ends the day prior to arrival at home station
- Geographic bachelors eligible

Basic Allowance for Subsistence (BAS).

- BAS is payable to all officers, warrant officers, and enlisted members for the TDY duration
- Soldiers receiving partial BAS prior to deployment will have entitlement changed to Separate Rations (SR)
- Soldiers drawing Separate Rations will see no change to their entitlement
- BAS is not collected for meals consumed while deployed
- All soldiers will receive **FULL BAS**
- BAS is not collected for meals consumed while deployed
- BAS is started the day of departure and ends the day of return to home station

Bottom line: If you have a meal card, you'll be upgraded to Separate Rations (full BAS) otherwise, no

change.

Basic Allowance for Housing (BAH).

- **Entitled to BAH—Based on your principle residence** at the time of deployment.
- Includes Variable Housing Allowance (VHA)

Bottom line: BAH continues at pre-deployment rate.

Cost of Living Allowance (COLA).

- Soldiers deploying from an area not qualifying for COLA are not entitled to COLA while deployed
- COLA at the with-dependents rates will continue as long as command sponsored family members remain in Hawaii
- COLA will not change for soldiers drawing the without dependent or barracks rate COLA prior to departure

Hardship Duty Pay - Location

- \$100 per month
- Must be in country for 30 days (paid retroactive to first day)

Hostile Fire Pay (HFP).

- Also known as Imminent Danger Pay
- Any time spent in a designated HFP area qualifies the soldier for HFP for the entire month
- The amount payable is \$150 per month

Combat Zone Tax Exclusion (CZTE).

- Designed to benefit members who serve in hostile areas; only applies to income tax.
- Limit for tax exclusion is \$5,043.60 monthly for 2001
- Leave earned while in the CZTE area is also excluded for Federal Income Tax
- For tax purposes, leave earned in the hazardous duty area is the first leave used after leaving the zone or area

Savings Deposit Program.

- Soldiers can contribute up to \$10,000 of their EOM net pay or take home pay
- Earns 10% per year and compounded quarterly
- Active soldiers can contribute through allotment (preferred method) or cash; reserve soldiers contribute by making cash deposits

Special Leave Accrual (SLA).

- Proponent is ODCSPER
- Governed by AR 600-8-10 (Leaves and Passes)



- Intent - provide relief to soldiers not allowed leave during lengthy deployments or periods of hostility
- SLA is not an additional form of leave
- SLA is the authority to exceed a 60-day leave balance at the fiscal year-end
- Time limits on use of SLA:
- Soldiers deployed in a HFP area - 3 Fiscal Years
- All others have 1 fiscal year after the fiscal year qualifying service ended
- SLA cannot be sold
- After approval, leave is debited from the leave account using last in first out (LIFO) method
- SLA myth: Once SLA is approved, soldiers can maintain the approved balance above 60 days for the 3 fiscal years
- Approval authority for Category I is first LTC commander
- PERSCOM is approving authority after endorsement from first COL or higher commander for Categories II and III

- By law, soldiers can only accumulate up to 90 days leave; all leave beyond 90 days is lost

Three categories of SLA.

- **Category I** - Served in a HFP / IDP for 120 continuous days
- **Category II** - Served in a HFP / IDP area for less than 120 continuous days or deployed for any length of time in a non HFP / IDP qualifying area
- **Category III** - Supported an operation without deploying and unable to take all leave in excess of 60 days

Deployment Entitlements. On the following pages are charts depicting the Deployment Entitlements as follows:

- Slide # 1: Enlisted—single, no dependents
- Slide # 2: Enlisted—married, 2 dependents
- Slide # 3: Officer—single, no dependents
- Slide # 4: Officer—married, 2 dependents

| DEFENSE FINANCE AND ACCOUNTING SERVICE MILITARY LEAVE AND EARNINGS STATEMENT | | | | | | | | | | | | | | | | |
|--|------------------------|-------------------|--------------------|-------------|-------------------|-------------|-----------------|-----------|----------------|-----------|-------------|-------------|---------|-------|---------|---------|
| ID | NAME (Last, First, MI) | SOC SEC. NO. | GRADE | PAY DATE | YRS SVC | ETS | BRANCH ARMY | ADSW/DSSN | PERIOD COVERED | | | | | | | |
| ENTITLEMENTS | | | DEDUCTIONS | | | ALLOTMENTS | | | SUMMARY | | | | | | | |
| A | Type | Amount | Type | Amount | Type | Amount | +Amt Fed | | | | | | | | | |
| B | BASE PAY | | FEDERAL TAXES | | COMB FED CAMPAIGN | | +Tot Ent | | | | | | | | | |
| C | BAS | | FICA-SOC SECURITY | | DISCRETIONARY ALT | | -Tot Ded | | | | | | | | | |
| D | COLA | | FICA-MEDICARE | | INSURANCE ALLOT | | -Tot Allt | | | | | | | | | |
| E | CLOTHING | | SGLI FOR 200,000 | | TRICARE DENTAL | | +Net Amt | | | | | | | | | |
| F | | | MID-MONTH PAY | | | | -Cr Fed | | | | | | | | | |
| G | | | AFRH | | | | +EOM Pay | | | | | | | | | |
| H | | | MISCELLANEOUS DEBT | | | | | | | | | | | | | |
| I | | | | | | | | | | | | | | | | |
| J | | | | | | | | | | | | | | | | |
| K | | | | | | | | | | | | | | | | |
| L | | | | | | | | | | | | | | | | |
| M | | | | | | | | | | | | | | | | |
| N | | | | | | | | | | | | | | | | |
| O | | | | | | | | | | | | | | | | |
| | TOTAL | | | | | | | | | | | | | | | |
| LEAVE | | BF Bal | Entd | Used | Cr Fed | ETS Bal | Lost | LvPd | Used/Leave | FED TAXES | Wage Period | Wage YTD | MS | Es | Add Tax | Tax Ytd |
| FICA TAXES | | Wage Period | Soc Wage YTD | Soc Tax YTD | Med Wage YTD | Med Tax YTD | STATE TAXES | Or | Wage Period | Wage YTD | MGR | Es | Tax YTD | | | |
| PAY DATA | | BAH Type | BAH Depn | BAV Zip | Hand Amt | Share | Sat | JFTR | Depns | 2d JFTR | SAS Type | Charity YTD | PC | RACON | | |
| REMARKS | | YTD Entitlements: | | | | | YTD Deductions: | | | | | | | | | |
| | | | | | | | | | | | | | | | | |

The LES may also include Savings Deposit information.



Understanding the Military Leave and Earnings Statement (LES)

This section will introduce you to the layout and content of your spouses military LES. It's important that you understand this so you can properly prepare a family budget before your spouse deploys.



NAME (LAST, FIRST, MI) - Soldier's Name.

SOC. SEC. NO. - Soldier's Social Security Number.

GRADE - Numeric pay grade.

PAY DATE - Also PEBD. The date the soldier entered active duty for pay purposes.

YRS SVC - Actual years of service.

ETS - Expiration Term of Service. The date which the soldier is scheduled to complete the current term of enlistment or obligation.

BRANCH - Branch of Service (e.g., ARMY).

ADSN/DSSN - Number used to identify the disbursing office.

PERIOD COVERED - The pay period. Normally one calendar month.

ENTITLEMENTS - The money the soldier has earned by type and amount. It includes all pay and allowance earned (e.g., basic pay, basic allowance for quarters, clothing allowance, separate rations, variable housing allowance, etc.).

DEDUCTIONS - Deductions charged against military pay entitlements, indicated by type and amount (e.g., SGLI, mid-month pay, etc.).

ALLOTMENTS - Designated amounts of a Soldier's pay authorized to be paid out (e.g., checking, saving, Combined Federal Campaign, bonds, etc.).

AMT FWD - Dollar amount brought forward from prior LES, if any.

TOT ENT - The total of all entitlements before taxes and allotments are deducted.

TOT DED - The total of all deductions.

TOT ALMT - The total of all allotments.

NET AMOUNT - Net or take-home pay for the member. (Total entitlements and allowances minus deductions and allotments.)

CR FWD - Amount of unpaid pay and allowances carried forward to the net pay period.

EOM PAY - Actual amount to be paid to the soldier.

LEAVE

BF BAL - Number of leave days soldier has at the start of the fiscal year.

ERND - Leave earned this fiscal year or enlistment. Normally increases 2.5 days per month.

USED - Number of leave days used this fiscal year.

CR BAL - Current leave balance. (BF BAL + ERND - USED = CR BAL).

ETSBAL - Number of leave days, to include current balance, which can accrue until ETS.

LOST - Number of leave days lost.

LVPD - Number of leave days the soldier has cashed in for pay. (Not more than 60 days during career).

USE/LOSE - Number of leave days that will be lost if no more leave is taken before 1 Oct.

FED TAXES

WAGE PERIOD - Federal wage earned this period that is subject to Federal Income Tax Withholding (FITW). Allowances are not taxable.

WAGE YTD—Federal wage earned year-to-date that is subject to FITW.

M/S - Married/single used to compute FITW.

EX - Number of exemptions used to compute FITW.

ADD TAX - Additional Federal tax withholding as specified by the soldier.

TAX YTD—Taxes paid year-to-date for current calen-



dar year.

FICA TAXES

WAGE PERIOD - Amount of money earned this pay period that is subject to FICA.



SOC WAGE YTD - Social Security wage earned year-to-date subject to FICA.

SOC TAX YTD - Social Security (FICA) deductions for the current calendar year.

MED WAGE YTD - Medicare wage earned year-to-date that are subject to Medicare.

MED TAX YTD - Medicare deductions year to date.

STATE TAX

CD - Two digit state tax code.

WAGE PERIOD - Money earned this pay period that is subject to State Income Tax Withholding (SITW).

WAGE YTD - Money earned year-to-date that is subject to State Income Tax Withholding (SITW).

M/S - Married/single tax filing status.

EX - Number of exemptions.

TAX YTD - SITW withheld year-to-date.

PAY DATA

BAQ/BAH TYPE - A code which correlates to the BAQ OR BAH type, (e.g., with dependents, without dependents, partial or single).



BAQ/BAH DEPN - An alpha code that indicates the type of dependent. I=Member married to member/own right, R=Own right, A=Spouse, C=Child, W=Member married to member, child under 21, G-Grandfathered, D=Parent, K=Ward of the court, L=Parents-in-law, S=Student (age 21-22), T-Handicapped child over age 21.

VHA/BAH ZIP - The postal zip code for the BAH computation.

RENT AMT - Amount of rent paid if applicable.

SHARE - Number of military sharing expenses.

STAT - VHA status—accompanied or unaccompanied.

JFTR - Joint Federal Travel Regulation code for overseas station allowance calculation (COLA, etc.).

DEPN - Number of dependents authorized for overseas station allowance. For VHA calculations.

2DJFTR - The JFTR code based on the location of soldier's dependents for COLA purposes.

BAS TYPE - An alpha code that indicates the type of Basic Allowance for Subsistence (BAS) the soldier receives, if applicable. B=Separate Rations, C=TDY/PCS/Proceed Time, H=Rations-in-kind not available, K=Rations under emergency conditions.

CHARITY YTD - Charitable contributions for the calendar year.

TPC - Training Pay Category Code. The code which indicates the pay status for Guard or Reserve member.

PACIDN - The eight digit Army Personnel Administration Center Identification Number (PACIDN) code or Unit Identification Code (UIC).

REMARKS - The remarks area will contain a line by line explanation of changes to the account throughout the month. Including allotment starts, stops, and changes and general information.

YTD Entitlements—The cumulative total of all entitlements for the calendar year.

YTD Deductions—The cumulative total of all deductions for the calendar year.

Common Questions About...

Allotments: Many soldiers who go on extended TDY or on unaccompanied tours set up discretionary allotments for their spouses back home. While it is generally a good way to avoid overspending by writing double checks from one account, allotments are only paid out once a month. The soldier's paycheck however, will be reduced by half of the allotment amount at mid-month and end-of-month. So, whenever your spouse sets you up with an allotment for support, ensure you have sufficient funds to cover the extra two weeks until payday!



No pay due: Payday has finally come and your LES EOM amount says \$0.00. What happened? Well, if the soldier hasn't been fined or forfeited all pay under UCMJ action, or had to reimburse the government for lost property, a look at the status of your DPP account may be in order. Because if your DPP account is in collection status, AAFES takes all monies owed in a lump sum out of your check.

Power of Attorney: The soldier is in the field, on a mission, or in the hospital when the pay comes up short. Can you take care of it with a General Power-of-Attorney from your husband? Unfortunately, no. All pay matters require personnel actions from the soldier to the unit S1.



Child Support/Alimony: In order to collect child support which your ex-spouse/absent parent was ordered by court to provide, you might want to contact either an attorney, or your local child support enforcement agency in order to obtain an Income Deduction Order or Income Withholding Order. For alimony, you might want to contact an attorney to obtain a garnishment. In order to collect the support/alimony you were ordered to receive, the Defense Finance and Accounting Service, needs an order from a court or child support agency that directs the government to pay monies for support or alimony. You do not need to send the underlying order, (e.g., a divorce/separation decree). In order for a withholding order to be processed, it must include the debtor's full legal name and social security number. Other identifying information concerning the debtor, such as a home or work address, would expedite the processing of the order. Also, include a return address on any correspondence, not just on the mailing envelope.

Defense Finance and Accounting Service
Cleveland Center, Code L
PO Box 998002
Cleveland, Ohio 44199-8002
(216) 522-5301 (Customer Service)
(216) 522-5394 (Fax No.)



If the non-custodial parent has been ordered to provide health insurance coverage for a child, you should send a copy of the order directing the provision of coverage to the non-custodial parent's personnel office. Do not send these orders to DFAS as they cannot process them.

Basic Allowance for Housing (BAH). January 1st marked another year of the housing allowance called Basic Allowance for Housing (BAH). BAH is based on geographic duty location, pay grade, and dependency status. The intent of BAH is to provide uniformed service members accurate and equitable housing compensation based on housing costs in local civilian housing markets, and is payable when government quarters are not provided. Effective January 1, 2000, most pay grades, at most locations, were entitled to increased housing allowances. In areas where the published BAH for a grade is lower than last year, individuals will continue to receive the higher amount, indefinitely, until an interruption in eligibility, defined as a PCS move or change in dependency status.

DoD and the Services developed BAH to improve and enhance housing allowances for all members, taking into account complaints with the old VHA program.

Budgeting (Simplified). To prepare a simplified family budget you need to know two basic things: the amount of money you have coming in (income) and the amount of money you have going out (expenses).

Income: Normally the major source of income is your base pay, but income can also include other pay allowances like VHA, BAS, child support, refunds, etc.

Expense: Expenses include mandated deductions from your pay (like taxes), deductions initiated and approved by you (like AER contributions) and living expenses.

You probably noticed that the LES, just like any other paycheck stub or notice has the Base Pay less Deduc-

tions, which equals your End of Month (EOM) Pay or take home pay as it's sometimes called. So, for a simplified budget part of the work is already done for you.

Completing the budget forms on the following pages will help you understand where you stand financially.

Review your LES or Pay-stub

You should review your LES or paycheck stub every pay to ensure the information is accurate.

Remember, we suggest that you keep (at a minimum) the LESs from the past three months. If you compare the current LES with the previous month's LES with the same number of days it should be very close.



Family Budget

| <i>Statement of Income and Expenses</i> | | | | | | | | | |
|---|-----------------|---------------|---------------|---------------|---------------|---------------|---------------|--------------|----------------|
| | Budget Estimate | Actual Mar-02 | Actual Apr-02 | Actual May-02 | Actual Jun-02 | Actual Jul-02 | Actual Aug-02 | Y-T-D Totals | Net Difference |
| INCOME | | | | | | | | | |
| EOM Pay (Military Member) | | | | | | | | | |
| Net Pay (Spouse) | | | | | | | | | |
| Clothing Allowance | | | | | | | | | |
| Child Support (Received) | | | | | | | | | |
| Compensations (Disability, etc.) | | | | | | | | | |
| Interest Income | | | | | | | | | |
| Dividends | | | | | | | | | |
| Other Income _____ | | | | | | | | | |
| Other Income _____ | | | | | | | | | |
| TOTAL INCOME | | | | | | | | | |
| EXPENSES - FIXED | | | | | | | | | |
| Rent/Mortgage | | | | | | | | | |
| Car Payment #1 | | | | | | | | | |
| Car Payment #2 | | | | | | | | | |
| Child Support (Owed) | | | | | | | | | |
| Alimony (Owed) | | | | | | | | | |
| Loans (Use total from worksheet) | | | | | | | | | |
| Insurance | | | | | | | | | |
| TOTAL FIXED EXPENSES | | | | | | | | | |
| EXPENSES - VARIABLE | | | | | | | | | |
| Cable | | | | | | | | | |
| Car Maintenance | | | | | | | | | |
| Cell/Pager | | | | | | | | | |
| Child Care | | | | | | | | | |
| Children's Allowance | | | | | | | | | |
| Children's Lessons/Events | | | | | | | | | |
| Clothing - Laundry/Dry Cleaning | | | | | | | | | |
| Clothing - Purchases | | | | | | | | | |
| Contributions (Church/Charity) | | | | | | | | | |
| Credit Cards (Use total from worksheet) | | | | | | | | | |
| Entertainment Expense | | | | | | | | | |
| Furniture/Appliances | | | | | | | | | |
| Gasoline | | | | | | | | | |
| Gifts | | | | | | | | | |
| Groceries | | | | | | | | | |
| Internet/E-mail Service | | | | | | | | | |
| Medical/Dental | | | | | | | | | |
| Newspapers/Magazines | | | | | | | | | |
| Personal Care/Hygiene | | | | | | | | | |
| Pet Care | | | | | | | | | |
| Stamps/Stationery | | | | | | | | | |
| Telephone | | | | | | | | | |
| Transportation (Bus/Taxi) | | | | | | | | | |
| Utilities | | | | | | | | | |
| Cash "Out of Pocket" Expenses | | | | | | | | | |
| Other _____ | | | | | | | | | |
| Other _____ | | | | | | | | | |
| TOTAL VARIABLE EXPENSES | | | | | | | | | |
| EXPENSES - OTHER | | | | | | | | | |
| Savings Deposits | | | | | | | | | |
| Other _____ | | | | | | | | | |
| TOTAL OTHER EXPENSES | | | | | | | | | |
| GRAND TOTAL EXPENSES | | | | | | | | | |
| GRAND TOTAL INCOME | | | | | | | | | |
| INCOME LESS EXPENSES | | | | | | | | | |

Note: For your estimate budget figures it is recommended that you add at least 15% to your original figure for your variable expenses as a contingency to cover any unexpected expenses.



LEGAL ISSUES. Topics that fall into this category are items like the Power of Attorneys and Wills.

Power of Attorney. A Power of Attorney (POA) is a very important legal document for you and your family. It allows you to appoint a person or organization to handle your affairs while you're unavailable or unable to do so. The person or organization you appoint is referred to as an "Attorney-in-Fact" or "Agent." There are two *basic* types of POA, General and Special.

Seek advice from the legal experts!

Legal experts caution that you should do your homework before granting a POA to somebody. You wouldn't want to give a General POA to someone you don't trust wholeheartedly.

General POA: A General POA basically gives the person who holds it the power and authorization to conduct business in your name...business that would otherwise require the soldier's presence. This type of POA is one that you might possibly consider for your spouse. Spouses often need legal authorization to conduct necessary family business such as bank transactions, insurance claims, filing taxes, etc.

Special POA: A Special POA authorizes the named individual or organization to conduct only the matter specified in the document. A POA may also be needed by the person caring for your dependent children during a deployment or exercise. They may need a Power of Attorney to enroll children in school or other activities. They would also need a POA to authorize medical treatment if a child needs it. In this instance you might want to consider filing DA Form 5841-R, which is a special POA that will allow you to designate a guard-

If you're in doubt...

about what type of Power of Attorney you need consult a legal assistance attorney. They can help you determine which type of Power of Attorney will best meet your needs.

ian to care for the children in your absence. You are not required to use this form and depending on your personal circumstances you may want to seek legal assistance and draw up a different POA, but whether you use 5841-R or not you should still consider some form of legal documentation for the care of your child (ren) in your absence.

You should show your Special POA to school and health officials that may interact with your child(ren) to ensure that they will honor the POA in your absence. If they will not honor it then you need to find out what type of POA or other legal documentation they will honor.

You also need to understand that a POA will not prevent another person, such as a non-custodial parent or relative from petitioning a court for temporary or permanent custody of your child(ren).

Service members can also grant a Special POA, which spells out the specific ways it can be used. The more specific a POA is the better. This prevents people from using it for purposes other than those the service member intended. This is the type you should consider for your childcare providers

Medical: Another type of POA is called a Medical POA or Health Care POA. This type of POA can authorize a person (other than yourself) to authorize

General Power of Attorney - authorizes your Agent to act on your behalf in a variety of different situations.

Special Power of Attorney - authorizes your Agent to act on your behalf in specific situations only.

Health Care Power of Attorney (Advance Health Care Directive) - allows you to appoint someone to make health care decisions for you if you're incapacitated.

"Durable" Power of Attorney -The General, Special and Health Care Powers of Attorney can all be made "durable" by adding certain text to the document. This means that the document will remain in effect or take effect if you become mentally incompetent.

Revocation of Power of Attorney - allows you to revoke a power of attorney document.



medical care for family members if you are unavailable. This would normally be used for someone who regularly provides childcare for your family.

A document of this nature can also designate whom you want to speak on your behalf regarding your personal care should you become incapacitated and someone else needs to make medical decisions for you. Sit down with the person who holds your POA to make sure they understand your wishes under various circumstances. You should also consider filing a Will and completing the Memorial Plan on page 78.

Other: There are other reasons to grant a Special POA to someone. For example, if you don't have a spouse that will stay behind and pay your bills, you still have to make sure your bills get paid on time. You may need to consider giving a trusted member of your family or a close friend a Special POA to pay your bills while you're gone that allows them to complete those

actions for you in your absence.

Generally, a POA is granted for one year, but they can be issued for a shorter or longer period of time...talk to your legal advisor if the length of time a POA is in effect concerns you.

Revoking a POA—If you've already granted a POA and your circumstances have changed you may want to revoke the POA. A service member can revoke a POA in two different ways.

The first and simplest method is to physically destroy the original document.

The second is to write a letter of revocation, have it notarized and send a copy to the person holding the POA. It's best to also send a copy of the revocation to places where the person is likely to use the POA, such as banks or moving companies.

The Staff Judge Advocate's Office advises you and your family about personal legal affairs, including:

- Wills
- Power-of-Attorneys
- Adoptions
- Name changes
- Landlord and tenant relations
- Consumer affairs
- Marital rights and obligations
- Other legal matters

In addition, Notary Public services are normally available. All assistance is free. However, some legal matters involve civilian court proceedings. Military attorney's generally may not represent you in court but can refer you to civilian attorneys or to civilian legal services agencies that may be able to represent you. You may ask a Legal Assistance Officer to read and advise you on any contract free of charge.

- Never sign a contract without completely reading and understanding it. Never accept verbal promises, which are not written into the contract.
- Do not make important, expensive purchases without consulting with your spouse.
- Be prudent and cautious in spending money and especially in using your Power-of-Attorney.

It is important for you to have in your possession certain documents and family records. Should an emergency arise, you may need some or all of those documents. Refer to the checklists in this handbook for some examples of those important documents.



SPECIAL INSTRUCTIONS RELATED TO EXECUTION OF POWERS OF ATTORNEY

The DA Form 5841-R is a special power of attorney (POA) that may be used to authorize a person to take care of your child (ren) in your absence. It is important that you understand that you are not required to use this POA for your Family Care Plan. You may seek legal assistance to have a different POA drafted that better provides for your family members if you so desire. You must also understand that depending on the law or other requirements where your child (ren) will be living, a POA may not always be effective for your designated guardian to care for your child (ren) under any or all circumstances. You may seek legal assistance to advise you about the effectiveness of DA Form 5841-R, other POAs or any other matters in your Family Care Plan.

It is very important that the following persons be shown the POA or other appropriate documentation for the purpose of determining whether they will honor it:

Doctors, dentists, and hospital officials or other health care providers who may be called upon to treat your child (ren).

Any school officials or other officials who may need your permission to provide services for your child(ren) or register your child (ren) in school.

If the persons identified above will not honor the POA, you must ask to be provided powers of attorney or other documents that will be honored. You should show this POA or other documentation to all facilities, institutions, and individuals to ensure they will recognize it for the purposes you have intended.

You must understand that a POA will **not** prevent another person, such as a non-custodial parent or relative of your child (ren), from petitioning a court of competent jurisdiction to obtain temporary or permanent custody of your children.



POWER OF ATTORNEY

For use of this form, see AR 600-20; the proponent agency is DCSPER

PRIVACY ACT STATEMENT

AUTHORITY: 10 U.S.C. Section 3013, Secretary of the Army; Army Regulation 600-20, Army Command Policy.

PRINCIPAL PURPOSE: To designate a guardian to care for your child (ren) in your absence.

ROUTINE USES: None.

DISCLOSURE: Mandatory; failure to maintain a Family Care Plan could subject you to separation, administrative action, or disciplinary action under the UCMJ.

KNOW ALL PERSONS BY THESE PRESENTS:

That I, _____, Social Security Number _____, of the state of _____, a member of the United States Armed Forces, currently residing in _____, pursuant to Military Orders, do hereby appoint _____, presently residing at _____, my true and lawful attorney-in-fact to do the following acts or things in my name and in my behalf:

To assume and maintain guardianship of my child(ren),

to do all acts necessary or desirable for maintaining health, education, and welfare; and to maintain customary living standards, including, but not limited to, provision of living quarters, food, clothing, medical, surgical and dental care, entertainment and other customary matters; and, specifically, to approve and authorize any and all medical treatment deemed necessary by a duly licensed physician and to execute any consent, release or waiver of liability required by medical or dental authorities incident to the provision of medical, surgical or dental care to any of them by qualified medical or dental personnel.

I hereby give and grant individually unto my said attorney full power and authority to do and perform all and any act, deed, matter and thing whatsoever in and about any of the aforementioned specified particulars as fully and effectually to all intents and purposes as I might and could do in my own person if personally present; and in addition thereto, I do hereby ratify and confirm each of the acts of my aforesaid attorneys lawfully done pursuant to the authority herein above conferred.

I HEREBY AUTHORIZED MY ATTORNEY TO INDEMNIFY AND HOLD HARMLESS ANY THIRD PARTY WHO ACCEPTS AND ACTS UNDER OR IN ACCORDANCE WITH THIS POWER OF ATTORNEY.

I intend for this to be a DURABLE Power of Attorney. This Power of Attorney will continue to be effective if I become disabled, incapacitated, or incompetent.

I authorize by attorney-in-fact to hire legal counsel in order to carry out the provisions of this document or determine the existence of legal requirements, such as required filing or placement of notices, which may affect the validity of this document.



I HEREBY RATIFY ALL THAT MY ATTORNEY SHALL LAWFULLY DO OR CAUSE TO BE DONE BY THIS DOCUMENT.

This Power of Attorney shall become effective when I sign and execute it below. Further, unless sooner revoked or terminated by me, this Power of Attorney shall become NULL and VOID on _____.

Notwithstanding my inclusion of a specific expiration date herein, if on the above-specified expiration date, or during the sixty (60) day period preceding that specified expiration date, I should be or have been determined by the United States Government to be in a military status of "missing," "missing in action," or "prisoner of war," then this Power of Attorney shall remain valid and in full effect until sixty (60) days after I have returned to United States military control following termination of such status UNLESS OTHERWISE REVOKED OR TERMINATED BY ME.

IN WITNESS WHEREOF, I sign, seal, declare, publish, make and constitute this as and for my Power of Attorney in the presence of the Notary Public witnessing it at my request this date _____, State of _____, County of _____.

I, the undersigned, certify that I am a fully commissioned, qualified, and authorized notary public. Before me personally, within the territorial limits of my warrant of authority, appeared _____,

who is known by me to be the person who is described herein, whose name is subscribed to, and who signed the Power of Attorney as grantor, and who, having been duly sworn, acknowledged that this instrument was executed after its contents were read and duly explained, and that such execution was a free and voluntary act and deed for the uses and purposes herein set forth.

IN WITNESS WHEREOF, I have hereunto set my hand and affix my seal this ____ day of _____.

GRANTOR'S SIGNATURE

ACKNOWLEDGMENT

STATE OF _____

COUNTY OF _____

Acknowledged before me this ____ day of _____, _____.

(Notary Public)

My commission expires:



Will. Everyone needs a will regardless of their financial situation and it is important that the service member's will is kept up-to-date, particularly when deploying.

How can it help? A Will can help the family determine who you wanted your property distributed to and how to settle your estate. You can also identify the executor or trustee of your Will and name guardians for your dependents. A Will allows you to make a plan and provide for your family's immediate and long term needs. A Will is also a guarantee that your wishes will be carried out.

Reminder

Do not leave your Will in your home, but do make sure that someone knows where it is located.

What happens if you have no Will? This situation is known as **INTESTATE** and it means that a probate court will divide your property according to state law and this could be totally different than your wishes.

Your spouse and other dependents may end up sharing your estate with other family members that you would not have named in a Will. Your children will share equally regardless of their age, needs, or your wishes. Your dependent children will have a guardian appointed by the court since you didn't choose one in a Will. Friends and charities will receive nothing and the court will choose an administrator to settle your estate.

Will Checklist. Make sure you have the following information when preparing your Will.

1. Your Estate. Discuss exactly what your estate consists of, its estimated value, and who you wish to leave it to. This would include items similar to the following:

- Real Estate (home, land, etc.)
- Investments (stocks, bonds, etc.)
- Business Interests
- Personal Property (jewelry, collections, antiques, specific articles to be given to special people)
- Life Insurance (amounts, beneficiaries)
- Employee Benefits (pension plans, IRAs, etc.)

2. Your choice of Executor/Executrix. The person who will supervise the settlement and ensure that everything is settled the way you want it to be. The executor/executrix must take control of all assets, pay bills, and taxes, collect money owed, distribute the estate and the property. They should be willing and able to perform all required services. The Executor/Executrix could be a:

- Spouse
- Relative
- Friend
- Partner
- Professional (bank, lawyer, etc.)
- Co-Executors (combination of individuals)

3. Other Details. There are other details that should be included in your Will. For example:

Ownership Details: This constitutes property jointly owned or held alone. You must decide whether the ownership needs to be changed.

Minor Children: If you have dependent children a guardian needs to be named for them if they would be orphaned by your death. A plan should also be made to provide them with financial security like a Trust.

Trustee: If you set up a Trust, you are required to choose someone to manage it such as a spouse, friend, bank officer, or lawyer.

Funeral Arrangements: It may sound a bit morbid to some, but preparing your funeral arrangements or *Memorial Plan* is a good way to ensure that your wishes are carried out after you are deceased and it will also take the burden off of your grieving family. They won't have to try to guess what your choices for an arrangement might be...they'll know. Just fill out the following page.

TAXES

Consider dealing with your taxes ahead of time in order to minimize estate and inheritance taxes. Some methods of distribution:

- Giving gifts over a number of years.
- Setting up a Trust for the children or elderly parents.
- Annuities to charitable organizations or schools.

Special Note: *If you are specifically omitting a person or persons from your Will you will need to identify them by name and relationship.*



MEMORIAL PLAN

This is not intended as a legal document, but within the terms of your Will or applicable laws specify your wishes for your funeral services or memorial.

| | | | | |
|-------------------------|--|------------------|---|-------------------------|
| Name | DOB | Military Service | SSN # | Last day of Active Duty |
| ARRANGEMENTS | Burial | | | |
| | Ceremony: <input type="checkbox"/> Military Ceremony with Honors <input type="checkbox"/> Private Ceremony <input type="checkbox"/> Uniform | | Religious Preference: <input type="checkbox"/> Catholic <input type="checkbox"/> Methodist <input type="checkbox"/> Lutheran <input type="checkbox"/> Mormon <input type="checkbox"/> Jewish <input type="checkbox"/> Baptist <input type="checkbox"/> Other | |
| | Funeral Home | Address | | Phone |
| | Cemetery: <input type="checkbox"/> National Cemetery <input type="checkbox"/> Private Cemetery <input type="checkbox"/> Public Cemetery | Address | | Phone |
| | Cremation | | | |
| | Mausoleum | Address | | Phone |
| CHURCH | <i>CHURCH and CLERGY: Depending upon religious preferences or affiliation, a clergyman may be either essential or merely of assistance. Families with strong religious ties should consult their clergyman before making funeral arrangements.</i> | | | |
| | Clergyman | Address | | Phone |
| PERSONAL EFFECTS | <i>At the discretion of my personal representative, next of kin, or beneficiaries, I suggest that a suitable disposition of my special effects, not otherwise legally specified, might be as follows:</i> | | | |
| | Clothing | | | |
| | Firearms | | | |
| | Medals, Plaques & Awards | | | |
| | Special Equipment | | | |
| | Jewelry | | | |
| Other | | | | |
| OTHER | <i>Enter any additional data regarding your affairs and instructions to survivors not previously covered.</i> | | | |
| | | | | |
| | | | | |
| | | | | |
| Date: | | Signature: | | |



Emergencies. Emergencies which the Army would deem necessary to allow the deployed spouse to return home are the death, critical illness or injury to a member of the immediate family (e.g., spouse, child, brother, sister, parent, or guardian who raised them in place of their parents).

Critical illness or injury, means the possibility of death or permanent disability. While illnesses such as the flu or injuries such as a broken arm, or the birth of a baby are not minor events, they are not considered emergencies. Most units will **TRY** to send a soldier home when their spouse is having a baby, but you shouldn't rely on it.

Three-step Process for Emergency Leave and Travel:

1. Verification of the emergency from Red Cross: When an emergency occurs, the family of the service member or spouse should contact the American Red Cross with the information listed here. Once the Red Cross has verified the emergency, a message is forwarded through the Armed Forces Emergency Services Network to the service member's unit. The unit will then notify the soldier.

2. Decision by the Military: The unit commander will make the decision for the emergency leave and travel and the proper paper work will be completed.

3. Financial Assistance: If the emergency involves an immediate family member and emergency leave and travel have been approved by the unit, the government will pay up to \$1016 per person for emergency travel expenses.

If additional financial assistance is needed to cover the remaining cost of emergency travel, Army Emergency Relief (AER) can provide an interest free loan for the soldier.

AER (655-2400) is located in Building # 2091 on Schofield Barracks. If AER is closed and immediate financial assistance is needed, call the American Red Cross toll free number, 1-877-272-7337

**In an emergency:
Notify the Red Cross.
Schofield Barracks—655-4927
Toll Free—1-877-272-7337**

For emergency reporting and verification services such as death or serious illness in the immediate family contact the Red Cross. Be prepared before you call. The Red Cross will ask the following questions:

- 1) Soldiers full name
- 2) Social Security Number
- 3) Branch of Service
- 4) Military Unit
- 5) Rank
- 6) Name of the person having the emergency
- 7) Nature of the emergency
- 8) Name and location of the hospital
- 9) Name of the attending doctor

You should also notify the Rear Detachment Commander, providing the same information.

If the military spouse develops a serious problem such as injury or illness while they are deployed, the military Chain of Command, the Red Cross, or the Chaplain will contact you.



MEDICAL ISSUES.



During your in-processing to the 25th Infantry Division (Light) you should have transferred your family to TRICARE Pacific Region and chosen a primary caregiver within the local military medical community. You were probably given a choice of using the Tripler Army Medical Center (TAMC) or the Schofield Barracks Clinic.

Schofield Barracks Clinic—TAMC is some distance away from Schofield Barracks and during high traffic may take a considerable amount of time to get to an appointment. So, if your family is living on Schofield Barracks and your family's medical needs are somewhat routine then you probably chose the Schofield Medical Clinic. Whenever necessary the Schofield Clinic will refer you to TAMC for special services.

The Family Practice (FP) Service is located in Building # 682. Access is via the adjoining Health Clinic main entrance in Building # 676. You need to check in for all appointments at the Family Practice reception desk, which is located to the left of the main entrance as you enter the building. You will also notice that the medical records section and the pharmacy are located in this same area.

- FP Appointment Line 433-2778, then 1, 4, 1
- FP Appointment Cancellation Line 433-8010

Directions:

To get to Schofield Barracks: The Clinic is on the corner of Waianae Avenue and Ayres.

- Turn into Macomb Gate from Hwy. 99 (Wilikina Drive).
- Proceed to Waianae Avenue (must turn right on to Waianae Ave.)
- Remain in the right lane after turning on to Waianae Avenue. Continue down Waianae Avenue to the four-way stop sign at the intersection with McCornack Road.
- Turn left on to McCornack Road and proceed up the small hill and turn left into the large parking lot at the top of the hill, just past Building # 690, Grant Hall. This is the Health Clinic parking lot.

Tripler Army Medical Center (TAMC) - If you live on Aliamanu Military Reservation (AMR) in the Red Hill area you would be closer to TAMC than to Schofield Barracks and; therefore, probably chose TAMC as your clinic.

TAMC Appointment Line 433-2778, then 1, 2

To get to Tripler:

- Take H2 South to H1 East,
- Exit H1 at Exit 13 (78 East) and follow 78 until you reach the Tripler exit.
- After the exit, stay in the left lane, turn left at the first light, stay on that road (right lane) and it will take you to the medical center.

Note: Make sure when you Exit H1 that you don't take the AIEA exit which is to the right, if you do it'll take you a while to get back on course . Also, if you accidentally get on H3 instead of 78 you will have to go all the way to Kaneoa Bay before you can turn around.

To take the Bus Service—

Military shuttle bus service is available Monday through Friday, to the following bases and pickup sites as listed:

- Hickam AFB - 1 A
- Schofield Barracks - 4G
- Fort Shafter - 4G
- Pearl Harbor - 1A
- Schedule available at the A-Wing and G-Wing Information Desks.

The public bus service TheBus (848-5335) runs at 10 minutes after the hour until 10 p.m., seven days a week, at the cost of \$1.50 per adult (exact fare required). Bus stops are located outside the E, D, and G-Wings. The Information Desk may be reached at 433-6661.

For more information on TAMC, Schofield Barracks Clinic, or any of the programs they offer go to <<<http://www.tamc.amedd.army.mil/>>>

Ambulance on or off post—911
Acute Care Clinic (ACC) - 433-8850
Schofield Barracks FP Nurse Line—433-8155

YOU CANNOT ATTEND ANY APPOINTMENT OR IMMUNIZATION WITH CHILDREN THAT DON'T HAVE AN APPOINTMENT.



Acute Care Clinic (ACC). The ACC provides care to patients experiencing acute illnesses or injuries. In addition to providing acute care to walk-in patients, the ACC provides 24-hour Basic Life Support Ambulance Services. All individuals must be enrolled in either TRICARE Prime or Tripler Silver, and enrolled at the Schofield Barracks Health Clinic to be eligible for care.

The Acute Care Clinic is located in Building # 684 on the first floor. Access is via the ACC front door facing the entry driveway from Waianae Avenue.

Hours: 6:00 A.M. – 9:00 P.M.
Ambulance—24 Hours

Each patient arriving for care at ACC is evaluated by medical personnel and assigned an urgency priority based on their assessed condition:

1. Emergent Patients with life-threatening conditions are considered as first priority and will be seen ahead of all other patients.
2. Urgent Patients with stable but serious conditions are seen ahead of all but Emergent patients, and will be seen by the physician within 15 minutes.
3. Non-Urgent Patients with stable, non-life-threatening conditions.
4. Routine Patients assessed as having a condition considered chronic.

In order to improve the care available to patients with life-threatening or serious conditions, patients assessed as either Non-Urgent or Routine will be given an appointment with their Primary Care Provider either the same or next day depending on appointment availability.

Defense Enrollment Eligibility Reporting System (DEERS). Active duty military personnel are automatically enrolled in the DEERS program, but it's up to the active duty soldier to ensure that his or her family members are enrolled. Family members can be denied health benefits other than emergency care if they are not enrolled in the DEERS program, so be sure to enroll them as soon as possible. To enroll a new spouse, take your marriage certificate to the local military personnel office. To enroll a newborn take their birth certificates to the personnel office. For more information on DEERS call 433-9166 or 9167.

Fisher House. The Fisher House provides out-of-town family members with a place to stay that's inexpensive and near TAMC. So, when the active duty soldier or their family members are in TAMC with severe injuries or illness the parents or other close relatives can be nearby. There is such a great request for these accommodations that the Tripler Army Medical Center

PAO just announced a ground breaking for a second Fisher House in August 2001. A service charge of \$10 per night is charged but eligibility must be determined by Social Work Services. Social Work Service is located on the second floor of B-Wing of Tripler. The telephone numbers are 433-6606 or 433-6607. For more information on the Fisher House call 433-1291, 1292, or 1293.

For more information on the Fisher Foundation go to <http://www.fisherhouse.org/>.

Blood Bank. The Blood Bank provides a complete range of Donor Center and Transfusion services. If you are willing to donate, the Donor Center is located at 2A207 (just off the main elevator on the 2nd Floor). Donations include regular blood units, self-directed units for anticipated surgeries (autologous), and individual platelet collections (apheresis). There is always a high demand for all of these bloods and blood products.

In addition, each unit in the 25th ID(L) participates in a blood drive, which rotates through the units. Announcements are posted in many places to include the HAW.

Please call the Tripler Donor Center at 433-6195 for more information and/or an appointment, or leave a message at 433-6779 (Transfusion Services). Blood Donors do make a real difference. Donate today.

Wellness Program. If your spouse has TRICARE Prime, during the in-processing he/she will take a class with the "Wellness Program". Upon completion of this class, the soldier will receive a Wellness Card. Card holders can then obtain certain medications without a doctor's appointment. A list of these medications can be found on the following page.

The "Wellness Program" class is offered on Mondays and Tuesdays at 1:00 P.M. in Building # 673. For more information call **433-8675**.

A copy of the *Healthwise*® Handbook is issued to each soldier who in-processes any of the 25th ID(L) medical clinics.

Although this book does not take the place of a healthcare professional it is a valuable handbook. It covers a variety of healthcare issues and what to do to take care of you and your family's health.



WELLNESS PROGRAM Self Care Medication Information

With the Wellness Program, you can check for your symptoms on the following list and pick the medications that will best suit your needs. After deciding what medication you would like to get, please present your Wellness Card at the “In Window” to obtain your self care medication request form and get what you need today without seeing your doctor. Read the intended use, directions, and warnings on the manufacturer’s packaging! Please ask to speak to a pharmacist if you have any questions. For more information call 433-8675.



***Use of brand names is only for simplicity; it does not mean the brand name will be issued or promoted by this facility.*

| | Your Symptoms | Medications |
|---|--|--|
|  | Allergy Symptoms—runny nose, sneezing, watering eyes, itchy eyes/nose | **Benadryl capsules 25 mg **Benadryl elixir |
|  | Athletes foot, jock itch (fungal infections) | **Mycelex topical cream |
|  | Cough due to colds or flu | **Robitussin DM syrup |
|  | Diarrhea | **Imodium A-D caplets **Pepto-Bismol tablets |
|  | Heartburn/Acid Indigestion | **Maalox Extra Suspension **Pepto-Bismol tablets *Zantac tablets |
|  | Induce vomiting for emergency treatment of poisonings (if directed to induce vomiting) | Ipecac Syrup |
|  | Minor cuts, scrapes, burns | Bacitracin Ointment |
|  | Nasal or sinus congestion | **Sudafed tablets 30 mg, syrup **Afrin Nasal Spray |
|  | Pain and/or fever | **Tylenol Drops, Suspension, Tablets 325 mg **Motrin Suspension |
|  | Prevention of STDs and/or pregnancy | Condoms |
|  | Skin itching, swelling, discomfort | Hydrocortisone Cream |
|  | Vaginal yeast infection | **Mycelex Vaginal Cream |

Pharmacy

Schofield Barracks Pharmacy is normally open on the first Saturday of the month to fill prescriptions.



The Immunization Clinic at Schofield

Barracks is open Monday through Friday 7:45 - 11:30 A.M. – 1:00 - 4:00 P.M. They offer a full range of adult and childhood immunizations, but they will only administer allergy immunizations on the orders of TAMC.

Once a year, right before the school year starts the Schofield Barracks Clinic will hold a school immuniza-

tion clinic. This clinic is normally held on a Saturday morning and is announced in the local military newspaper, the Hawaii Army Weekly (HAW). If your family is new to Hawaii you'll want to make an appointment for this clinic.

If you have questions call the Reception/NCOIC at 433-8145 or the Immunization Nurse 433-8146.

School Immunizations, are covered under the TRICARE Clinical Preventative Services Benefit.



Each year, school children entering specified grades are required to have immunizations at the start of the school year. While immunization requirements may vary slightly from state to state, most of these immunizations include diphtheria, pertussis and tetanus (DPT), measles, mumps, chicken pox, rubella, polio vaccine, and hepatitis B.

As a TRICARE Clinical Preventive Services benefit, the following immunizations are available to all TRICARE beneficiaries in age-appropriate doses and at specified age intervals.

Recommended Childhood Immunization Schedule

^{5, 6}

Hepatitis B - Protects against hepatitis B (liver disease)⁵

* If your teenager has never been immunized, consider getting your child's Hepatitis B "catch up" shot.⁷ Prevnar¹¹ - On 2/4/00, the FDA approved this immunization to prevent disease caused by the bacteria - pneumococcus. This bacteria causes meningitis (infection of the covering of the brain) and blood infections (sepsis). The number of ear infections is reduced as well. Children at high risk may require immunization up to 59 months. Talk to your child's doctor to determine if your child may require additional immunization.

(D)iphtheria/(T)etanus/(P)ertusis - Protects against severe bacterial infections of throat/lungs(D), lockjaw or tetanus(T), whooping cough or pertussis(P). Use of safer "acellular" Pertussis (aP).⁸ Td=Tetanus/ Diphtheria toxoid.

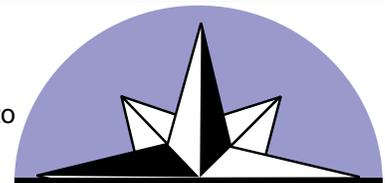
(H)emophilus (i)nfluenza Type (B) - Protects against a bacteria that causes meningitis infection of the covering of the brain), pneumonia, skin, & throat infections. A combination vaccine containing both Hib and DTaP or DTP is now available and can be given as one injection for infants who need both.¹ There is also an Hib-Hepatitis B combination vaccine.⁹

Polio - Protects against a virus that attacks the spinal nerves, causing paralysis There are two types: (I)

nactivated (P)olio (V)irus (killed virus) and (O)ral (P)olio (V)irus (live virus). It is safer to give the IPV to the younger child to decrease a possible Polio infection from the vaccine itself.¹⁰

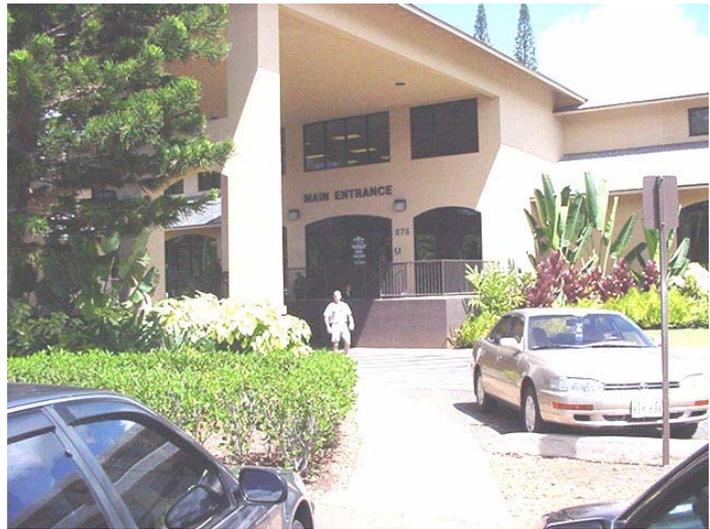
(M)easles, (M)umps, (R)ubella - Protects against viral infections of measles, mumps and "German Measles" (rubella) that can cause rashes, fever, and possible severe side effects such as heart damage, pneumonia, infertility, and when pregnant women are infected-birth defects.

Varicella - Protects against the viral skin disease (chicken pox) which can cause lung and brain infection in certain people. Immunization or non-immunized teenagers who have not had chicken pox should be given in 2 doses, 4 weeks apart.



Did You Know?

The term "the whole 9 yards" came from W.W.II fighter pilots in the South Pacific. When arming their airplanes on the ground, the .50 caliber machine gun ammo belts measured exactly 27 feet, before being loaded into the fuselage. If the pilots fired all their ammo at a target, it got "the whole 9 yards."



Schofield Barracks Clinic
Photo courtesy CL Steenfott

Recommended Childhood Immunization Schedule

www.triwest.com
<http://www.tricare.osd.mil/immunization/>

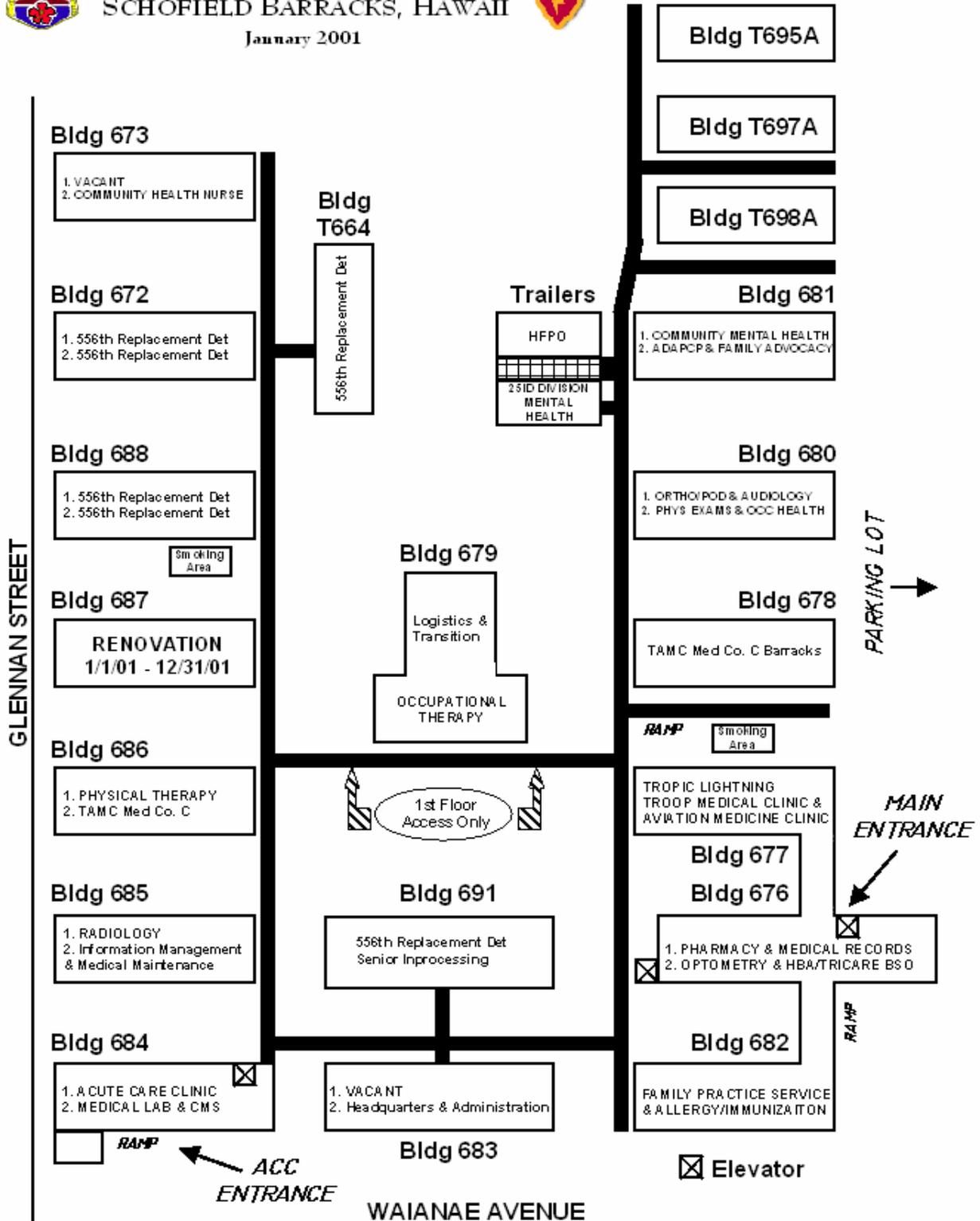
| Age | Birth | 1 month | 2 months | 4 months | 6 months | 12 months | 15 months | 18 months | 4-6 years | 11-16 years |
|-----|--------------------|---------|-------------|-------------|-------------|-----------|-------------|-----------|-----------|--|
| | First Hepatitis B | | | | | | | | | |
| | Second Hepatitis B | | | | | | | | | |
| | Third Hepatitis B | | | | | | | | | |
| | | | | | | | | | | * Hep B If never immunized |
| | | | Pprevnar #1 | Pprevnar #2 | Pprevnar #3 | | Pprevnar #4 | | | |
| | | | DTaP #1 | DTaP #2 | DTaP #3 | | DTaP #4 | | DTaP #5 | Td Booster |
| | | | Hib #1 | Hib #2 | Hib #3 | Hib #4 | | | | |
| | | | IPV #1 | IPV #2 | OPV or IPV | | | | | OPV or IPV |
| | | | | | | MMR #1 | | | MMR #2 | MMR - If teenager has not had their second dose |
| | | | | | Varicella | | | | | Varicella - if teenager has not had chicken pox or has |



US ARMY HEALTH CLINIC SCHOFIELD BARRACKS, HAWAII



January 2001





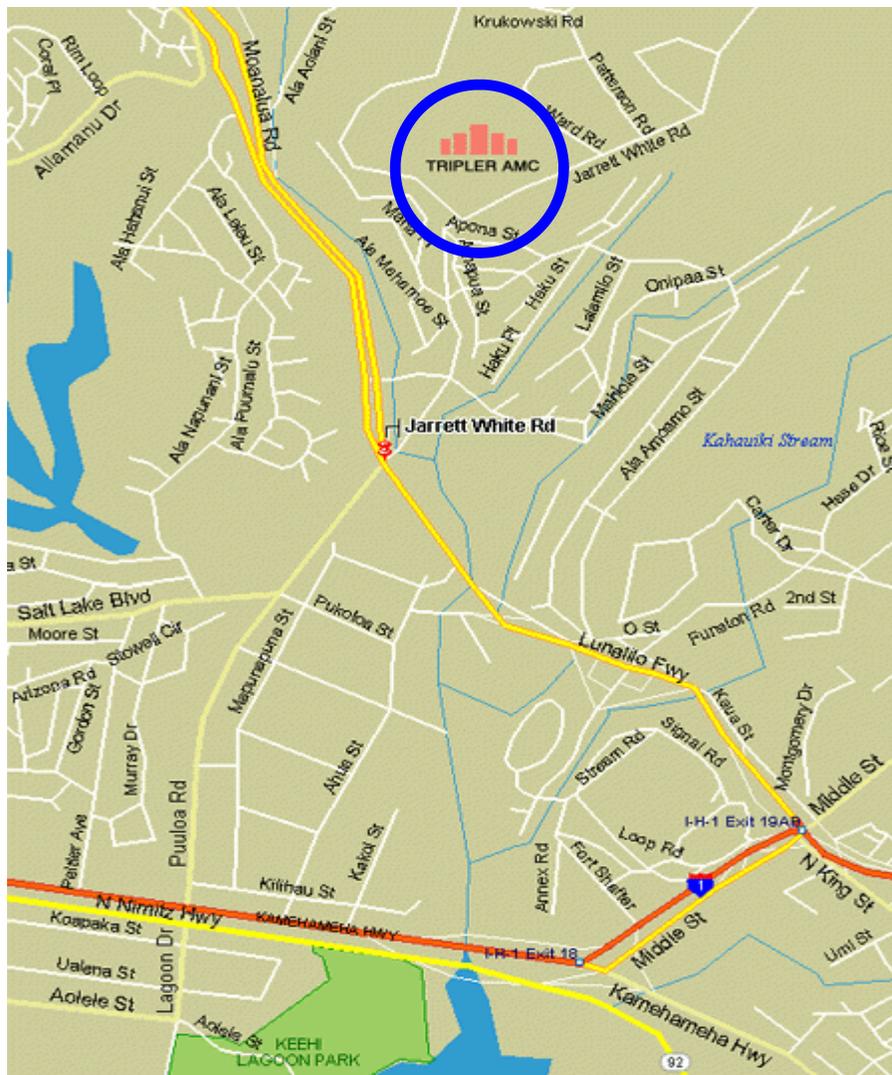
Tripler Army Medical Center
 1 Jarrett White Road
 Honolulu, Hawaii 96859-5000 (808)
 433-6661



The architecturally distinctive coral pink structure atop Moanalua Ridge was dedicated on September 10, 1948 and has been a familiar landmark on the south shore of Oahu ever since.

From Schofield: Take H2 South to H1 East, Exit H1 at Exit 13 (78 East) and follow 78 until you reach the Tripler exit. After the exit stay in the left lane, turn left at the first light, stay on that road (right lane) and it will take you to the medical center. Tripler is the pink palace on the hill. It's hard to miss. The off-ramp leads to Puuloa Rd/ Jarrett White. Parking and the Emergency Room are on your left.

Photo and information: <<<http://www.tamc.amedd.army.mil/>>>





Tripler Army Medical Center (TAMC) is the largest military medical treatment facility in the entire Pacific Basin. Located eight miles from Waikiki, Tripler's area of responsibility spans more than 52 percent of the entire earth's surface.

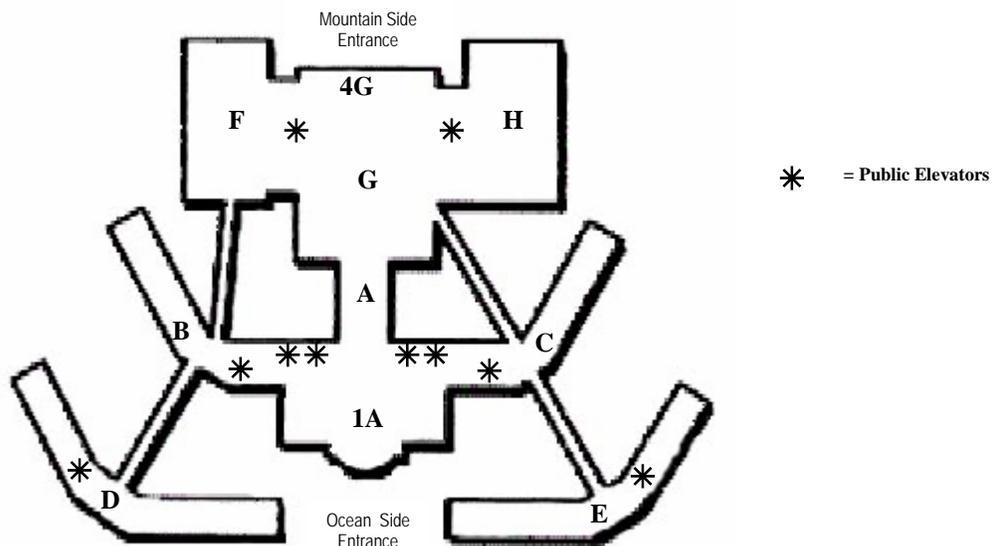
Close to 800,000 people are eligible to receive care at the Pacific Regional Medical Command's premier teaching medical center. This includes active-duty service members of all branches of service, their eligible families, military-eligible retirees and their families, veterans, and many Pacific Island Nation residents.

Tripler is a major teaching center that provides graduate education programs in medicine, general surgery, otolaryngology, orthopedic surgery, psychiatry, pediatrics, obstetrics and gynecology, radiology, pathology, urology, oral surgery, nursing anesthesia, and hospital administration. Also included are obstetrics and gynecology nursing courses offered at Tripler.

Programs Offered:

- | | | |
|---|---|---|
| <ul style="list-style-type: none"> • Aeromedical Evacuation • Alcohol and Drug Abuse, ADAPC • Army Community Service • Beneficiary Counselor and Assistance Coordinator • Birth Certificates • Blood Bank • Bus Service • Center Judge Advocate | <ul style="list-style-type: none"> • Child Development • Community Health Nurse • Community Library • COPE Program • Education Center • Exceptional Family Member Program • Human Animal Bond Program • Inspector General • LEAN Program | <ul style="list-style-type: none"> • Patient Representative • Religious Services • Support Groups • Tobacco Cessation |
|---|---|---|

For more information on any of these programs contact your health care professional or go to: <<<http://>



* = Public Elevators

When you come to Tripler, it will be more convenient if you select the entrance nearest the wing in which you have an appointment. For appointments anywhere in the A and C Wings, the main entrance in A Wing will be the most convenient. For appointments in D and B Wings, use the D Wing entrance. For appointments in the F, G and H Wings, use the G Wing lobby entrance.

This and more information can be reviewed at <<<http://www.tamc.amedd.army.mil/>>>.



Clinics

Please ask for assistance from Information Receptionists if you are unsure of the route of your destination or have any other questions about Tripler and its services. Unless specified otherwise, all Tripler extensions are reached by dialing 433 before the extension below. When you are inside the hospital, dial 3- and the extension.

(**) Appointments are made through the clinics.

(*) Appointments are made through the automation line **433-2778**. Listen to the various options and press the appropriate number desired.

| Clinic name | Location | Extension |
|---|----------|-----------|
| Adolescent Medicine ** | 4F | 4165 |
| Adult Medicine * | 3H | |
| Adult Outpatient | | 6641 |
| Internal Medicine | | 6641 |
| Allergy * | 4C | 6334 |
| Audiology * | 3C | 5742 |
| Cardiology * | 4A | 6390 |
| Dental ** | GID | 5370 |
| Dermatology * | 4C | 5736 |
| Ears, Nose & Throat (ENT) * | 3C | 5334 |
| Family Practice & Emergency Medicine Service* | 1D | 3300 |
| Hemodialysis ** | 4G | 6445 |
| Immunizations ** | | |
| (Adult) | 4C | 6334 |
| (Child) | 4F | 6234 |
| Medical Specialties | 4H | 4080 |
| Endocrinology ** | 4C | 6933 |
| Gastroenterology * | 4H | 4078 |
| Hematology/Oncology * | 4H | 4089 |
| Infectious Disease ** | 4H | 6513 |
| Nephrology ** | 4H | 3314 |
| Rheumatology * | 4H | 4080 |
| Neurology * | 4C | 5714 |
| Neurosurgery * | 2A | 5239 |
| Nuclear Medicine * | 3A | 9406 |
| Nutrition * | 4A | 4950 |
| OB/GYN * | 4H | 2778 |
| Occupational Health ** | 7A | 6835 |
| Ophthalmology * | 2C | 9727 |
| Optometry ** | 2C | 5275 |

Unless specified otherwise, all Tripler extensions are reached by dialing 433 before the extension. When you are inside the hospital, dial 3- and the extension.



| Clinic name | Location | Extension |
|----------------------|----------|-----------|
| Orthopedics/Podiatry | 4F | 6655 |
| Pediatrics * | 4F | 6697 |
| Physical Exams * | 1D | 3345 |
| Physical Medicine ** | 3F | 6428 |
| Physical Therapy ** | 3F | 6958 |
| Plastic Surgery * | 2A | 5321 |
| Psychiatry ** | 2B | |
| (Adult) | | 2737 |
| (Child) | | 6418 |
| Psychology ** | 1D | 2778 |
| Pulmonary * | 4A | 5769 |
| Radiation Therapy ** | G1D | 6601 |
| Radiology * | 3G | 6669 |
| MRI | 3H | 2970 |
| Speech Pathology ** | 3C | 6488 |
| Surgery * | 2A | 5756 |
| Urology * | 2A | 6431 |
| Vascular * | 2A | 5228 |
| Well-Baby * | 4F | 9728 |

Other important numbers:

Hearing impaired phone lines
Info Center—433-4008 (24 hours)
Emergency Room—433-6629
Ambulance—911
Information Center—433-6661

Patient Representative—433-6336
Hawaii Military Info—449-7110
Patient/Clinic Info—433-2778
Adolescent Clinic—433-4165
(7:30 A.M. - 4:30 P.M.)

Schofield Barracks—433-8867

For more information go to TAMC
webpage at::

<http://www.tamc.amedd.army.mil/>



Sunset Beach

Photo courtesy CL Steenfott



TRICARE Information. TRICARE Health Care Plan information can be accessed at <http://www.tricare.osd.mil/tricare/>. In addition to information on TRICARE for various regions (Hawaii is Region 12), you can print out a TRICARE Enrollment form. You can also access TRICARE Manuals on-line at <http://www.tricare.osd.mil/tricaremanuals/>.

Hawaii:

- General information and appointments - 1-800-242-6788
- Claims - 608/224-2727
- Provider questions - 1-800-977-1255
- DEERS Support Office for Alaska and Hawaii - 1-800-527-5602
- Health Care Information Line (HCIL) - 1-800-611-2883
- After hours for Schofield Barracks—433-8155

Getting Ready to Deploy?

Will your family members be visiting the mainland for more than 30 days while you're gone? For less than 30 days? Staying in Hawaii? Do they know how to access their medical care?

See next page for more . . .

TRICARE Fact Sheets

| Topics | Description |
|---|---|
| History of CHAMPUS and its evolving role in TRICARE | CHAMPUS--now called TRICARE Standard in most of the country--marked its 30th anniversary in 1997. It has evolved into a key component of the new TRICARE health benefits program of the Department of Defense. |
| DEERS | The Defense Enrollment Eligibility Reporting System--is a worldwide data base of military sponsors, families and others who are covered by TRICARE. |
| TRICARE: The Basics | TRICARE is the Defense Department's regional managed health care program for service families. It consists of three options: TRICARE Prime, TRICARE Extra, and TRICARE Standard. |
| TRICARE Appeals | If you have a dispute with certain decisions made by a TRICARE contractor, or by the TRICARE Management Activity (TMA)—you have the right to appeal—to ask the TRICARE contractor or TMA to take another look or to get another opinion on the decision. |
| TRICARE Eligibility | TRICARE eligibility is determined by the various branches of the uniformed services. Eligibility records are maintained in the Defense Enrollment Eligibility Reporting System (DEERS) Database. The persons listed below are eligible for benefits under TRICARE: |
| Maternity Care | If you become pregnant, TRICARE helps pay for the maternity care you need. This is true during your pregnancy, delivery of the baby, and up to six weeks after the baby is born. |
| How TRICARE Changes When a Military Sponsor Retires or Dies | When a military member retires from active service and begins drawing retired pay, one chapter in the member's life is ended and another begins. If the member has a family, their lives change as well (most changes described in this fact sheet also apply to the surviving TRICARE-eligible family members of an active-duty service member who dies). Among other things, the terms under which TRICARE benefits are used will change in several ways: |
| Family Health Plan | The Uniformed Services Family Health Plan (USFHP) offers the same health benefits as TRICARE Prime, using the same cost structure, to eligible individuals and families who live in seven specific parts of the country. |
| Regional TRICARE Contractors | Who's your TRICARE contractor? That depends on where you live. Here's a list of TRICARE regions, what states/areas they include, and the names, claims mailing addresses, telephone numbers and Web sites of the contractors for each region. Generally, claims addresses and telephone numbers are for the firms that are subcontracted to process claims for each regional TRICARE contractor. |



United Concordia is the administrator of the TRICARE Dental Program (TDP) effective February 1, 2001. The TDP is available to family members of all active duty, Selected Reserve, and Individual Ready Reserve personnel of the Uniformed Services. There is a lot of good information on the United Concordia website: <http://www.ucci.com/>. Among other things, you can enroll on-line, review or pay your bills on-line, review reference materials, and search for a dentist.

At <http://www.ucci.com/tdp/tdp.html> you can do a search for dentist, by 1) City/State, 2) Zip Code Only, 3) Zip Code and distance (5-35 miles), and 4) County/State. You can also narrow down the search by selecting one of the specialties listed below. The information provided in the database includes the name and address of the dentist, a phone number, and a map.

United Concordia's Provider Directories were updated on March 22, 2001. Please remember that the directory information is for reference only. Verify with the dentist, their participation in United Concordia's network before making an appointment and receiving care.

- **Endodontists** specialize in diseases of the tooth, performing such services as root canals.
- **Oral Surgeons** remove teeth and repair fractures of the jaw and other damage to the jaw.
- **Orthodontists** correct misaligned teeth through braces.
- **Pediatric Dentists** generally limit their practices to children and teenagers.
- **Periodontists** treat diseases of the gums.
- **Prosthodontists** specialize in replacing missing natural teeth with bridges and dentures.



For questions concerning the dental plan contact the Health Benefits Advisor in Building 676, telephone 433-8485...or call United Concordia at 1-800-866-8499

Or access their web site at www.ucci.com

Some on-line search sites:

<http://www.ucci.com/tdp/tdp.html>
<http://www.islandwebstar.com/oahudental.html>
<http://www.thedentistdirectory.com/Hawaii.htm>
http://www.hawaiifamilydental.com/site_map.htm

TRICARE Tips to prepare you for deployment

We've said it before, but it bears repeating...***the sponsor should make sure all eligible family members are enrolled in DEERS!*** All family members in TRICARE prime should have a TRICARE Prime ID Card and the family members need to understand how to access their medical care.

Is your family planning to stay on the mainland during the deployment?

Will they be visiting for less than 30 days?

- No need to transfer enrollment
- Follow rules to access care

Will they be visiting for more than 30 days?

- Recommend transfer enrollment
- Transfer back on return to Hawaii

The TRICARE representative is in Building 676, 2nd floor, next to Optometry- or call the TRICARE Hawaii customer service line at 1-800-242-6788.

PCM—Primary Care Manager
 HCF—Health Care Facility

Accessing care away from home

Emergency care—Must be true emergency (e.g. threat to life, limb or sight)

- Go to nearest hospital or call 911
- Call PCM or HCF within 24 hrs if hospitalized

Urgent care—Not life threatening, but needs professional medical attention within 24 hours

- Must call PCM or HCF for preauthorization

Routine care— such as wellness checks, immunizations, eye exams)

- Will not be covered away from home, unless enrollment is transferred

Maintenance medications -

- Don't forget to take them with you, or
- you may have them mailed through the national mail order pharmacy 1-800-903-4680



Army Community Service
Building # 2091
Schofield Barracks, Hawaii 96857
(808) 655-2400

Pre-Deployment Book
Published 2002